



Policy:	Manual Handling	Reference:	MHSES0045
		Review Date:	05/2023

Purpose.

To ensure that handling of materials and equipment does not cause physical harm to anyone.

Scope.

This procedure will apply to all SES Engineering (Newark) Ltd employees and locations.

References.

- Health & Safety at Work Act 1974.
- Management of Health & Safety at Work Regulations 1999.
- Manual Handling Operations Regulations 1992. (amended 2002).
- Company Health, Safety & Welfare Policy.

Definitions.

Physical handling of any object no matter of size, shape, or weight. This may include containers of hazardous substances.

Procedure.

- Before any lifting or moving of objects or people, a full risk assessment must be carried out to highlight both the hazards and the control measures.
- Lifting and moving of objects should always be done by automated or mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
- The load to be lifted or moved must be inspected for sharp edges and wet patches.
- When lifting or moving a load with sharp or splintered edges, gloves must be worn.
- The route over which the load is to be lifted should be inspected to ensure it is free of obstructions.
- Employees should not attempt to lift or move a load which is too heavy to manage comfortably.
- When lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back.
- Employees should not attempt to obtain items from shelves which are beyond their reach. A ladder or stepping stool should be used. Employees should not use chairs or any makeshift device for climbing and should never climb up on the shelves themselves.
- Additionally, the physical stature and any medical problems individuals may have, could be critical when lifting on their own or team lifting.

Access and Egress.

- Walkways and passageways must be always kept clear and free from obstructions.
- If a walkway or passageway becomes wet, it should be clearly marked with warning signs and any liquid spilt on the floor should be wiped up immediately.
- Trailing cables should not be left in any passageway.
- Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway.
- Where a passageway is being used by vehicles or other moving machinery, an alternative route should be used by pedestrians where possible. If no alternative route is available, the area must be clearly marked with warning signs.

Always use a [Manual Handling Assessment](#) prior to any manual handling situation (Ref: [MHAQSES0047](#) & [MHFSES0046](#))