It is important that all lifting, whether manually or mechanically, is carried out in a safe manner.

**Manual Handling**

Back injuries are very painful they can mean you never work again, so to reduce the likelihood of injury. Never attempt to lift a weight that is beyond your physical ability. Always assess the weight prior to any lift; appropriate powered lifting devise should lift anything over 25kg.

Organise you work to minimise the amount of lifting necessary, use mechanical aid where possible. Protect your hands by using gloves when objects have sharp edges. Protect your feet by using safety boots at all times.

Lift in easy stages from floor to knee, then from knee to carrying position. Reverse this method when setting the load down. Hold weights close to the body. Lift with the legs and keep back straight.

Grip with the palms of the hands and not fingertips. Do not change your grip while carrying the load. Do not obstruct your view, make sure the route is clear before you start to move the load. Do not jerk or shove, twisting the body may cause injury.

**Mechanical Handling**

Lifting machine and lift equipment are only safe when used within their design capabilities. Therefore, only certified personnel should be responsible for slinging and lifting. Use only certified lifting equipment that is not overdue for examination.

Only use lifting equipment that is marked with its safe working load. Hence never use a loading shovel for slinging and lifting. Never exceed the safe working load of lifting machines or lifting equipment. Remember the load in the legs of a sling in creases as the angle between the legs increase.

Never lift a load if you cannot assess its weight or the adequacy of the equipment. Take great care before lifting a load with an unusual shape until you know the centre of gravity. If you are in any doubt raise the load slightly off the ground and then pause to check the balance.

Provide suitable packing or protect sling from damage by sharp edges of load and do not allow equipment to be damaged by being dropped or dragged from under a load. Take care to avoid snatch or sudden loads. Ensure loads cannot fall from a high level. Never allow anyone to walk or stand under a suspended load. Where a crane is used to lift, a trained lifting supervisor must fill in the appropriate risk assessment.

**Safe Stacking**

Equipment and materials must be safely stored to reduce the likelihood of injury. This may be achieve through :

* Check objects that can roll, such as drums, and keep heavy articles near flop levels.
* Never exceed the safe loading racks, shelves, or flooring.
* Never climb racks to reach upper shelves. Use a safe method of access.
* Never lean heavy stacks against structural walls.
* Never allow items to protrude from stacks into gangways or areas where vehicles manoeuvre.

Approved by

Mr M Ketcher

Director

The following rules/ procedures will be enforced by the Site Managers and the Directors.