



شركة العين للتوزيع
Al Ain Distribution Company

**Health, Safety and Environment
Management System
Procedure**

**Standard Operating Procedure
Manual Handling
SOP.HSEMS.06**

Effective Date 10/ 01 / 2019

Procedure #: SOP.HSEMS.06

Issue : 1

Revision : 0

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Approved by:

Managing Director

Signature of Managing Director



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**Standard Operating Procedure
Manual Handling**

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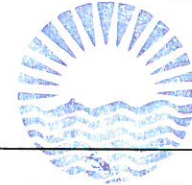
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Approved by:

Managing Director



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Issued by:

HSE Management System Representative

Effective Date: 10 / 01 / 2019

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1.0 Intent

- 1.1 This Standard Operating Procedure (SOP) defines the general rules and good practices required for manual handling at work.
- 1.2 This SOP will help supervisors and workers to control and reduce the risk of injury from manual handling.
- 1.3 This procedure has been developed in line with the OSHAD CoP 14.0 Manual Handling version 3.1 June 2017.
- 1.4 This SOP is applicable to all AADC staff and contractor workers.

2.0 Principles

- 2.1 Manual handling tasks include transporting or supporting of loads, lifting, lowering, pushing, pulling, carrying or moving loads. It also consists of deliberate dropping of loads.
- 2.2 The main hazards to persons during manual handling are musculoskeletal disorders MSDs. This happens when workers handle loads in an awkward posture, when it is too big / heavy and also includes repetitive movement and putting excessive force to handle a load.
- 2.3 All workers involved in manual handling shall be trained, be physically capable to do so, and be aware of the potential risks with this activity.

3.0 Definitions

For the purposes of this document the following definition applies:

Term	Definition
MSDs	Musculoskeletal Disorders
JSA / RA	Job Safety Analysis / Risk Assessment

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4.0 Responsibilities

The respective section Manager is responsible to distribute this procedure to all involved parties and monitor the implementation. Added responsibilities:

Role	Manual Handling
Supervisor	<ul style="list-style-type: none">• Risk assessment (RA) shall be carried for manual handling operations• Coordinate and plan the activity with the workers• Identify and review manual handling to ensure that tasks are minimized.• Provide appropriate instruction and guidance on manual handling and monitor the implementation of this SOP.
Workers	<ul style="list-style-type: none">• Assist in conducting the RA and in planning the manual handling operation• All manual handling activities shall be conducted according to this SOP and the supervisor's instructions and guidance.• Use any equipment provided as aids to manual handling• Report problems relating to manual handling to the supervisor.• Not attempt to lift or move any objects which may be beyond his capabilities

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5.0 Procedure

5.1 Manual Handling

MSDs RESULTS WHEN A PERSON

- Sustains or holds an awkward posture
- Uses repetitive or sustained force
- Uses high or sudden force
- Performs repetitive movement
- Lifting weights continuously without breaks their limit

SUPERVISOR SHALL

- Conduct the risk assessment
- Eliminate the risks wherever possible
- Minimize the risk by implementing control measures.
- Maintain control measures and provides guidance
- Constantly review risk control measures

WORKERS SHALL

- Ensure they are aware of the hazards and risks and follows this SOP
- Use correct safe lifting practices
- Use of appropriate mechanical aids for lifting or asks for assistance when required
- Comply with guidance / instructions
- Being proactive in identifying and reporting potential hazardous / risks during the task
- Notify the supervisor immediately of any injuries

5.2 Safe Manual handling technique

5.2.1 There are some simple things to do before and during the carrying:

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- Remove obstructions from the route.
- For a long lift, plan to rest the load midway on a table or bench at waist height to change grip.
- Keep the load close to the waist for as long as possible while carrying.
- Keep the heaviest side of the load next to the body.
- Adopt a stable position and make sure your feet are apart, with one leg slightly forward to maintain balance

5.2.2 Think before handling,

- Plan the lift;
- Can handling aids be used;
- Where is the load going to be placed;
- Will help be needed with the load;
- Remove obstructions such as discarded wrapping materials;
- For a long lift, consider resting the load midway on a table or bench (waist height) to change grip.

5.2.3 **Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). Be prepared to move your feet during the lift to maintain your stability. Avoid tight clothing or unsuitable footwear, which may cause trip and falling.

5.2.4 **Get a good hold.** Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

5.2.5 **Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

5.2.6 **Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.



5.2.7 **Keep the load close to the waist.** Keep the load close to the body for as long



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as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

5.3 Do's and Don'ts of Manual Handling

Do's	Don'ts
Move smoothly in order to keep control	Avoid twisting, turning and bending you back, turning by moving the feet is better
Keep the load with in safety zones	Avoid looking at your feet / load while carrying, keep your head upright
Put down and then adjust the load if necessary	Avoid carrying loads that block your vision
Push or pull the load by using body's own weight	Avoid lifting load above your shoulders and below your waist
If load is heavy and transported to long distance, use appropriate mechanical aids e.g. trolleys etc.	
The operator should try to push rather than pull when moving a load, provided it can be seen over it to control and stopping.	

5.4 Safe Limits and zone for Manual Handling

5.4.1 If the load passes within zones and is kept close to the body with downward pointing arms, then the upper weight limit can be selected.

If the load passes within zones but is not kept close to the body and is held with extended arms, however, then the lower weight limit must be selected.

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5.4.2 If the load is being passed between zones – e.g. if a load is being lowered from head height then the lower weight limit must be selected.

5.5 Emergency Planning and Rescue

- 5.5.1 Develop an emergency response plan when required and ensure that it is available prior to commencing task.
- 5.5.2 The CP and / or accompanying person shall be trained as First Aider according to available risks.

6.0 References

- 6.1 OSHAD SF CoP 14.0 Manual Handling – Version 3.1, June 2017
- 6.2 OSHAD SF Element 2 – Risk Management – Version 3.0, March 2016
- 6.3 AADC Emergency Management and Response Procedure
- 6.4 Health and Safety Executive guidelines, Manual handling at work: UK

7.0 Appendices

No Appendix for this SOP.

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