	Raha International School		
	Occupational Safety and Health Management System		
	Manual handling and Ergonomics Procedure		
	Document No: RIS-OSH-P09-SOP04		



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Raha International School


Occupational Safety and Health Management System

Manual handling and Ergonomics Procedure

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1. Purpose

This procedure is intended to develop, implement and maintain a documented processes and controls for establishing and implementing the operational control procedures demonstrated through SOPs (Standard Operating Procedures) which are necessary for safe manual handling of activities within Raha international School.

2. Scope

This procedure is applicable to the controls related to manual handling activities of Raha international School (herein after referred to as "RIS"), which is necessary for successfully implementing the Occupational Health and Safety Management System (OSHMS) in compliance with the requirements OSHAD-SF CoP - 14.0 – "Manual Handling and Ergonomics".

3. Definition

Manual Handling – applies to any workplace activity requiring the use of force by a person to grasp, manipulate, strike, throw, carry, move (lift, lower, push, pull), hold or restrain an object, load or body part.

4. Responsibilities

HSE Officer

- Ensure this procedure is implemented and communicated to all staff.
- Provide training to ensure that all staff are aware of the requirements as per this procedure.
- Annually review and update the Risk Assessments associated with the Manual Handling and Ergonomics

Head of Department

- Responsible for the implementation of this procedure.
- Responsible for reporting manual handling related hazards.
- Assisting in risk assessments as requested, participating in the identification and implementation of risk controls, and reporting on the use and effectiveness of risk control measures.
- Provision of appropriate aids to eliminate manual handling
- Carry out fitness test periodically.

5. Procedure

5.1 General Requirements for Manual Handling

- RIS shall ensure training on manual handling and ergonomics to its workers.
- Training shall include.
 - Safe work practices and worksite procedures
 - How to identify problems with a task or action and choose appropriate solutions

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- The types of workplace injuries associated with manual handling task
- To ensure the worksite is ergonomically correct
- To identify early warning signs of ergonomic injury and illness.
- Procedures to reporting of ergonomic injury or illness
- RIS shall provide the employees with information about their work environment, the loads, the safety and health risks and the preventive and protective control measures in place to prevent injuries and illness.
- RIS shall ensure equipment utilized in manual handling is inspected, tested and certified and maintained as per the manufacturer's requirements.
- RIS shall monitor the use of equipment used in manual handling to ensure employees are using the equipment appropriately.
- RIS shall evaluate each workstation/work area/ operation to determine if manual handling and ergonomic hazards are present and control measures shall be assessed.
- RIS shall ensure the maintenance is performed on equipment used in manual handling as per the manufacturer's instruction and preventive maintenance plan.

5.2 Safe Lift Precautions


- Staffs are not to lift more than 25 kg.
- If an object is too heavy, do not lift it.
- Whenever possible, use trolleys to transport heavy objects.
- Use appropriate protective equipment such as gloves.
- Ensure you have a clear area in which to work.
- For heavy, unwieldy or dangerous loads, hire experts to do the moving.

5.3 Back Care

- Bend the knees, and not the back, when lifting heavy objects or putting them down.
- Have feet level and well-grounded on each side of the object.
- Before lifting, ensure that you have a strong grip on the object.
- Be especially careful of fingers when moving through tight areas such as doorways and when putting the object down.
- Keep the back straight.
- Avoid overbalancing, twisting and stretching.
- Staff should be particularly careful when performing repetitive tasks

5.4 General Precautions for Manual Handling

- Inspect materials for jagged edges, burrs, rough or slippery surfaces.
- Get a firm grip on the object.

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- Keep fingers away from pinch points, especially when putting materials down.
- Wipe off greasy, wet, slippery, or dirty objects before trying to handle them.
- Keep hands free of oil and grease.
- If an object being handled shows resistance, either while being pushed or pulled, stop pushing or pulling or look around object to determine what the object maybe hung up on.
- When more than one person is handling an object, the employees involved should clearly communicate with each other the method of handling.
- Where possible use mechanical lifting devices to lift objects large distances, overhead.

5.5 Controls related to contractors and visitors

- Contractors and visitors activities / work if involves manual handling, then they have to adhere to the requirements of this SOP.

6. Reference

- OSHAD SF Version 3.1
- OSHAD SF Version 3.1 Element 9 Compliance and Management Review.
- OSHAD SF Version 3.1 CoP 14.0 – Manual Handling and Ergonomics V 3.1

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