



Grid Group Manual Handling & Storage Policy

Purpose and Scope

This procedure describes the handling, storage, packaging and delivery of products. It also outlines correct manual handling techniques to prevent risk of injury and illness and to comply with legislative and standard requirements.

References

Grid Group OHS&R Policy plan

Responsibilities

Where required the National Operations Manager will be responsible for directing the method of handling and storage for materials delivered to site.

The Site Supervisor will be responsible for handling operations and will ensure that products and materials are handled in a way to avoid injury and damage.

The Site Supervisor will be responsible for the preparation of storage areas in locations indicated on site plans and authorised by the National Operations Manager.

Material Delivery and Storage

When materials are delivered to site, the Site Supervisor is responsible for storing them in a secure location with all appropriate protection from adverse weather conditions.

If materials are to be stacked, take care to build up stacks so that they will be stable if bumped. Do not stack heavy items on top of products that might get damaged.

Any fuels, chemicals or other hazardous substances stored on site will be stored separately from other materials in accordance with manufacturer's instructions. The SDS's will be stored on site. Before using a hazardous substance, personnel must be briefed in the correct usage and, also on the appropriate containment/treatment if an accident occurs.

Storage of equipment or material which may present an unexpected hazard to pedestrians or other traffic will be enclosed with temporary safety fencing and located at least 3 metres away from vehicle and pedestrian traffic. The National Operations Manager will ensure that all products, plant, equipment or goods and services coming onto site are:

- clearly and accurately described, with the packaging or containment undamaged and intact
- in conformance with manufacturer's specification
- complete with all necessary instructions, information or SDS relating to the correct use of the products, plant, equipment or goods and services.

The Site Supervisor will make sure that all people using plant and equipment on site, which requires the operator be certified, will hold the appropriate and current certification or license to operate the plant or equipment. Photocopies of the certificates and license will be held by Grid Group along with site induction records.



All those operating plant and equipment which requires certification will carry their certificates or licenses with them at all times while working on the site.

Manual Handling Techniques

Manual handling is simply an activity requiring the use of force. A hazardous manual task is where you have to lift, lower, push, pull, carry, hold or restrain something. It can include:

- repetitive movement
- repetitive or sustained force
- high or sudden force
- sustained or awkward postures
- exposure to vibration.

The following points need to be noted.

Posture	Posture and the layout of your work site are vital in maintaining and injury free workplace
Stooping	Hand below mid-thigh height for long periods of time - Check the method and layout of the job and avoid if possible
Forward Reaching	Reaching out more than 30cm for long periods of time- Check the method and layout of the job and avoid if possible
Sideways Twisting	Minimise the frequency during the job – Check the method and layout of the job and reduce the frequency if possible
Mopping	a figure 8 motion is considered to be correct – This method also applies to sweeping and vacuuming
Lifting	Before you lift any object size up the job. Bend your knees, not your back – use your legs to lift. If the job is too heavy or awkward get help.
Ladders	Never scale a ladder unless you have first secured it. Have some hold and foot the ladder before you climb
Carrying	Determine the weight, how far you are going to carry the object and what position are you going to adopt when carrying the load.

You should carry out a risk assessment for any manual tasks that have the potential of being hazardous or you have identified as being hazardous. The only time this may not be necessary is when the risk is well known, and you are already aware of how to effectively control it.



There are a few easy steps you can follow to make sure you are ready for a manual handling task.

Warm Up

Just as you'd warm up before taking part in sports or exercise, you need to warm up before you handle a heavy load.



Check the load

Have a good look at the load. Check for:

- areas where you can get a firm grip on the load
- the overall size and shape of the load
- the weight of the load – you should only try and manually handle loads that are less than 20 kilograms.



Move yourself into position

Get close to the load and put yourself in the best position to handle the load.

