

MANUAL HANDLING

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MANUAL HANDLING

1. MATERIAL HANDLING AND STORAGE

1. When employees are required to move, store or handle materials, whether by hand, manually operated equipment or by power operated equipment, it shall be performed in a manner which minimises the risk of personal injury or damage to equipment and property.
2. When objects are being handled manually or by mechanical equipment, care shall be exercised to prevent the objects or the mechanical equipment from infringing limits of approach.
3. For mechanical handling where there is a risk of infringing the limits of approach to electrical conductors, the movement of loads shall be controlled by means of approved non-conducting ropes or other approved means, and no person outside the cabin of the mobile plant shall directly contact the load, mobile plant or any attached conducting objects.
4. Permanent aisles and passageways shall be appropriately marked.
5. Storage of materials shall not create a hazard. All stored materials that constitute a hazard shall be stacked, blocked, interlocked, and limited in height so that they are secure against sliding or collapse.
6. Employees shall report situations where they consider that manual handling is likely to be a risk to the health and safety of themselves or others.

2. HOUSEKEEPING

1. Storage areas shall be kept free from accumulation of materials that constitute hazards such as tripping, fire, explosion, or pest harbourage. Vegetation control shall be exercised when necessary.
2. Materials stored in quantity should be arranged so that the weight is evenly distributed and is not top heavy. Maximum safe floor loads shall not be exceeded.
3. Poles, pipes, timber and similar material shall be stored on suitable racks and blocked to prevent them from moving.
4. Salvaged poles should be stripped of all hardware prior to storage.
5. Poles stored in the road reserve should not be left in areas where there is a high pedestrian traffic load, such as outside shopping areas and near bus stops or taxi ranks.

Where poles are left in the road reserve they should:

- Always be placed as far as possible from vehicular traffic.
 - Be chocked to prevent rolling.
 - Have the butt face oncoming traffic to reduce the incidence of vehicles contacting head high portions of the pole.
 - Have the cross-arms rotated to be in line with pole rather than at right angles to reduce the overall profile of the pole.
6. Barrels and drums, etc. shall be stored on end or securely blocked to prevent rolling.
 7. Materials or equipment should not be stored near or under energised equipment, if it is practical to store them elsewhere.
 8. When storage under or near energised equipment is necessary, proper clearances shall be maintained and care shall be taken when moving materials into and out of such storage.

3. LIFTING AND CARRYING

1. Manual handling related incidents account for many injuries. These injuries can be easily avoided by using correct lifting techniques. Lift with your leg muscles – bend your legs and keep your back straight. Lift only what you can manage comfortably and avoid bearing weight in awkward positions.
2. Pipes, conduit, reinforcing rods and other conducting material shall not be carried on the shoulders in the vicinity of exposed live electrical equipment or conductors.
3. Hand lines or hoists shall be used for raising or lowering tools and material to another level which is beyond your reach.
4. Do not jump from platforms, scaffolds, loading docks or other elevated places. Always use steps, stairs, ladders, etc., to descend from higher elevations.
5. Poles shall not be moved from a pile when a worker is still standing on the stack or if they are between the hoist and the stack. Workers other than those assigned to guide the ends of the poles shall stand clear.
6. When objects are being handled manually or by mechanical equipment, care shall be exercised to prevent the objects or the mechanical equipment from infringing the limits of approach.