



Standard Operating Procedure

SOP 105

MANUAL HANDLING

1. Purpose

The purpose of this SOP is to provide a process for identifying and controlling the risk associated with hazardous manual handling activities.

2. Definitions

Manual Handling means any activity requiring the use of force by a person to lift, push, pull, carry or restrain an object.

Hazardous manual handling means manual handling activities that involve the following:

- repetitive or sustained application of force
- repetitive or sustained awkward posture
- repetitive or sustained movement
- application of high force
- exposure to sustained vibration
- handling live people or animals
- handling loads that are unstable, unbalanced or difficult to move

Risk means the likelihood or probability that a hazard may cause harm.

Risk Assessment means a process that seeks to identify hazards; then determine the level of risk by taking into account the likelihood that someone will be injured or something damaged by the hazard, the frequency of contact or exposure to the hazard, the level of exposure (eg number of people, amount/degree/extent of exposure to noise, chemicals, etc), pattern of exposure (eg continuous, intermittent etc) and the adequacy of any existing control measures.

Risk Control means the use of measures to control the risk to an acceptable level.

3. Manual Handling Activities

- 3.1 Manual handling covers a wide range of activities within Central Water including lifting, pushing, pulling, holding, throwing and carrying. It also includes repetitive tasks such as packing, word processing, assembling, cleaning and sorting, digging, using hand tools and operating machinery and equipment.
- 3.2 *Hazardous manual handling* activities are those that, statistically, present the greatest risk of a person incurring a sprain or strain injury.
- 3.3 Offices are not traditionally associated with manual handling risks; however, there are many heavy items such as computers and boxes of stationary or archive paper, which are

Manual Handling Sop Template

David Kirk



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