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2151 Safety Guidance

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Banner Plant
PART OF HENRY BOOT

Tasks & Solutions

TASK	DIFFICULTIES	SOLUTION
LPG(propane or butane) cylinder	Heavy weight, awkward shape	Cylinder trolley or sack truck
Heavy breaker	Heavy weight, dirty	Breaker trolley or sack truck
Large A.V monitor	Uneven weight distribution, large size	Two people or protective trolley
Catering urn full of water	Liquid moves about	Two people with trolley, empty water
Section of temporary fencing	Large and unwieldy	Two persons
Remove manhole cover	Heavy weight, tight fit	Manhole lifter
Moving kerbstones	Heavy weight, large rough shape	Kerbstone handles or universal handles
Lift plate compactor to bench	Heavy weight, bulky awkward shape	Scissor lift trolley
Tray of hire tableware	Many loose items	Combination truck
Barrow rubble into skip	Push up slippery incline	Aluminium skip ramp
Lift plasterboards to ceiling	Unwiedly shape, overhead lift	Carry with two hands close to chest
Projector case, handle at top	Unbalanced, one handed lift	Carry with two hands close to chest
Mop bucket full of water	Constant lifting and moving	Fit bucket into castor trolley
Long scaffold tubes	Long and unwiedly	Two persons to carry
Large plasterboards	Large, unwieldy and fragile	Plasterboard trolley
Large full oil drum	Liquid slops about, fragile skin	Drum trolley

Please keep this leaflet safely as it may be required for future reference

Lifting & Handling Weights

The rules and procedures in force where people are at work may require the person responsible for this equipment to carry out a specific risk assessment.

It is important to read this entire leaflet BEFORE Lifting & Handling Weights

1. Plan your work and think ahead to make sure you will always be working safely to reduce the risk of being injured by incorrect lifting and handling.
2. Lifting objects that are heavy, bulky, hot, cold, slippery, sharp or a combination of these things can make you lift awkwardly or incorrectly. This can lead to injury.
3. Look at the load you have to lift and assess how heavy it is, and where the heaviest part is. Try to find the safest way to lift it. Use a hand truck or other mechanical aid – you can hire this form your hire company.
4. Wearing personal protective equipment, including safety boots, overalls and gloves, will help you feel safer and work safer. You should select the most suitable.
5. Lifting and handling is a task for competent adults and must not be done by minors, or by anyone under the influence of drugs or alcohol.
6. The guidance in this leaflet is aimed at able-bodied adults. Anyone with either temporary or permanent disability must seek expert advice before attempting any lifting.

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HAE HIRE ASSOCIATION EUROPE

Hire Association Europe
2450 Regents Court
The Crescent
Birmingham Business Park
Solihull B37 7YE

Telephone: 44 (0) 121 380 4600
Fax: 44 (0) 121 333 4109
Email: mail@hae.org.uk
website: www.hae.org.uk

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Useful Reference Points • www.hae.org.uk/businessguard

Before Starting Work...

BEFORE YOU LIFT WORK AREA

1. The area you are working can make lifting and handling difficult. Be aware of any awkward conditions and prepare for them. Any or all of the conditions below can make you rush the task and not pay enough care or attention to what you are doing.
2. Look at the floor, it may be uneven, slippery or rubbish strewn.
3. Can you see clearly, or is the lighting poor?
4. Is the environment hot or cold, making you feel uncomfortable?
5. Is there enough room to do the task?

PERSONAL SAFETY

1. You should only attempt to do your lifting and carrying if you are fully alert and able to concentrate properly.
2. Do not try to lift a heavy or awkward item unless you are confident it was within your capabilities. If you are unsure always ask for assistance.
3. Wear safety boots (EN345 or BS18870/4972) when lifting and carrying to protect your feet if you drop something.
4. Select suitable gloves to protect your hands form any rough surface, or if the item is hot or dirty. PVC coated gloves can help grip slippery objects such as polythene bags.
5. Wear overalls if you are worried about keeping your clothes clean. Holding items away from your body causes poor posture and loss of balance.
6. Anybody who is working with you will also need to ware appropriate personal protective equipment.

GOOD HANDLING TECHNIQUE THINK BEFORE YOU ACT

1. Plan how you will lift the item, check where it has to be moved to, and consider if you will need help with the move.
2. See if there are any appropriate handling aids available. If there are, use them.
3. Clear your area by removing obstructions, such as old wrapping materials.
4. If you're lifting from floor to shoulder height, think about breaking the lift by resting the load on a table or something similar on the way up so that you can adjust your grip.

POSITION YOURSELF PROPERLY

1. Your feet should be placed apart. The idea is to make sure that you are properly balanced and stable before you start lifting.
2. The left that takes the most load should be as far forward as is comfortable, while still keeping your balance.
3. If you're lifting a low load, bend your knees – without kneeling or flexing them too much.
4. Keep your back straight. Tuck your chin into your chest if it helps.
5. To get a good grip lean forward over the load a little.
6. As you lift, keep your shoulders level and facing the same way as your hips.

THE LIFT

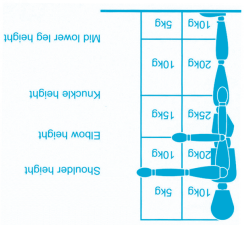
1. Don't let your arms spread outwards, beyond the line set by your legs.
2. Whichever type of grip you use, make sure you're comfortable and your grip is secure.
3. If you can hook your fingers around or under the load, it's easier than keeping your fingers straight.
4. Take great care to move slowly and carefully if you need to change your grip while you're lifting.
5. Make sure you can get close to the load before you lift it. Slide it towards you if necessary. When you're lifting, keep the load close to your body for as long as possible.
6. The lift should be a smooth movement. Don't jerk the load.
7. If you have to move while you're lifting, shift your feet. Don't twist your body around.
8. Once you've put the load down, slide it into the position you want.

WHILE LIFTING AND CARRYING

1. Wear your selected safety equipment.
2. Check that the location where you are going to place the load is clear.
3. Do not run when carrying or moving loads, you may lose your balance or lose control.
4. Ensure people are clear of your intended route. Slow down or stop if your way is not clear.
5. Do not barge through doors carrying a load, slow down and push through slowly and gently.
6. Do not barge through doors carrying a load, slow down and push through slowly and gently.

BASIC GUIDE WEIGHTS

1. These guide weights can help to reduce the risks caused by manual handling. Use them to work out the best way of working for your manual lifting tasks. If the lifter's hands enter more than one zone during the lifting operation, use the lowest weight as the basic guide weight.
2. The diagram shows the maximum weight range you should lift to different heights. Of course, the actual weight will depend on who's doing the lifting and the nature of the load.
3. The figures given are for average men. For women, reduce the weight by one-third.
4. If any lifting operation involves weights that are more than double the guide weights, review the operation urgently.
5. The guide weights should be reduced in several circumstances, especially those involving twisting or repeated lifting. If the twist is 45° or more, reduce the weights by 10%. If the twist is 90° or more, reduce the weights by 20%.
6. The guide weights are based on one lift about every two minutes, or around 30 lifts an hour. Reduce the weight by 30% if the lift is carried out once or twice a minute. Reduce it by half if the lift is performed five to eight times a minute. And cut it by 80% if the lift is carried out more than 12 times a minute.



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