

Task Risk Control Sheet

Manual Handling

RCS No: NR/L3/MTC/RCS0216/GH01
Issue: 3

Key Risks !

- Personal Injury
- Injury to others
- Damage to property

Personnel Involved

E&P	✓
S&T	✓
Track	✓
Off Track	✓
Property	✓

Tools / Equipment None

Plant None

MANUAL HANDLING INCLUDES LIFTING, LOWERING, CARRYING, PUSHING AND PULLING OF LOADS

Key Risks	Controls	Implemented By
All Tasks: <ul style="list-style-type: none"> • Work Activities • Individuals • Loads • Environment 	<ul style="list-style-type: none"> • Assess the load, weight/shape/bulk, Assess site conditions • Assess number of people required, • Assess necessary lifting equipment and • Assess distance of travel • All staff who are required to manually handle loads shall be trained in manual handling techniques • Staff shall be rotated and given frequent breaks when manually handling loads for long periods during their work activities • Check that the route is free from obstruction and hazards etc before the movement starts • Hand protection shall be worn • Use of metatarsal protection shall be considered to protect feet when moving heavy loads • Young persons (16 to 18) or new and expectant mothers are prohibited from manually handling heavy loads 	<p>Team Leader / All Staff</p> <p>Team Leader</p>
Individual Manual Handling	<ul style="list-style-type: none"> • Individuals shall assess the weight of loads prior to lifting, carrying, pushing or pulling and assess whether they are capable of moving the load without assistance • Assistance shall be found where an individual identifies that they will be unable to carry a load by themselves ie weight shape or bulk. 	All Managers and Staff
Team Manual Handling	<ul style="list-style-type: none"> • A person shall be appointed to control the movement and shall brief all staff prior to the movement on how the load is to be moved and where it is to be moved to • The appointed person shall give commands of control, such as 'Ready, Steady, Lift'. 	Managers, Appointed Persons and all Staff
Manual Handling Cable Drums: <ul style="list-style-type: none"> Cuts Crushing Abrasions Lifting Manoeuvring 	<ul style="list-style-type: none"> • Wear NR approved gloves • Inspect the drum for damage before moving • Use proper lifting technique and appropriate numbers of staff for smaller drums • Lifting/manoeuvring operation to be controlled by one person. • Use mechanical lifting equipment for larger drums see Risk Control Sheet NR/L3/MTC/RCS0216/GA06 – Assisted Lifting. • Use sufficient staff for the size of drum 	Team Leader / All Staff

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Environmental contamination: Disposal	<ul style="list-style-type: none"> Cadmium wire shall be bagged and sealed at site to minimize dust/oxide being transferred to others working in the area and the public areas when returning to surface Dust masks shall be worn All staff shall wash their hands before eating or drinking after working/handling the Cadmium Wire 	Team Leader / All Staff
Use of Jacks: Crushing Trapping of hands	<ul style="list-style-type: none"> See Risk Control Sheet NR/L3/MTC/RCS0216/SP11 Use of Jacks 	Team Leader / All Staff
Mechanical Lifting Equipment	<ul style="list-style-type: none"> All lifting equipment shall be part of a planned preventative maintenance programme. Before use staff shall check that equipment is within scheduled maintenance date 	Line Manager Team Leader / All Staff

PPE Required by NR / Maintenance Policy

 Wear Head Protection	 Wear Foot Protection	 Wear Hi Visibility Clothing	 Wear Safety glasses to BS EN166.F	<p>If safety glasses introduce a risk (ie weather conditions) then the Team Leader shall assess the risk. The outcome of the assessment shall be recorded on the SSOWPS pack and safety glasses may be removed.</p> <p>This does not supersede the requirements for eye protection detailed on relevant Task Risk Control Sheets.</p>
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Additional PPE Required by Task Risk Control Sheet

 Wear Hand Protection	 Wear Safety glasses to BS EN166.F	 Wear Dust Mask				
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