PICKUP
FreightServices

Manual Handling Policy

Introduction

Pickup Freight Services Ltd is committed to the health and safety of its employees. Manual handling is a common task in the freight industry, but it can also be a major source of injury. This policy is designed to prevent manual handling injuries by providing guidance on how to identify, assess, and control manual handling risks.

Scope

This policy applies to all employees who are involved in manual handling tasks, such as lifting, carrying, pushing, pulling, and holding.

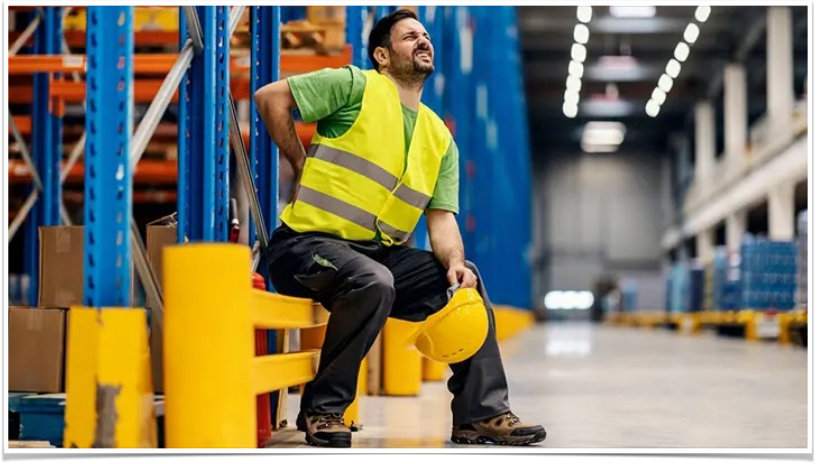
Definitions

Manual handling: The movement of loads by hand, including lifting, carrying, pushing, pulling, and holding.

Load: Any object that is lifted, carried, pushed, pulled, or held.

Risk: The likelihood that an injury or illness will occur as a result of exposure to a hazard.

Hazard: Any source of potential danger that could cause injury or illness.





Manual Handling Risk Assessment

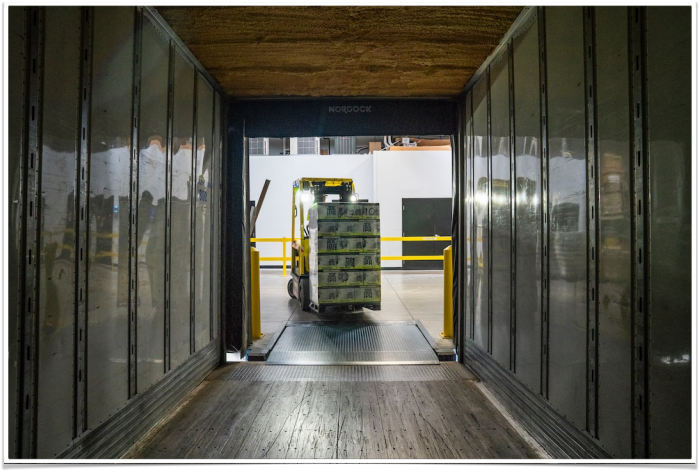
A manual handling risk assessment is a process of identifying, assessing, and controlling manual handling risks. The following steps should be taken to carry out a manual handling risk assessment:

1. Identify the manual handling tasks that are carried out.
2. Assess the risks associated with each task. This should include considering the following factors:
    - The weight of the load.
    - The distance the load is being moved.
    - The frequency of the task.
    - The awkwardness of the task.
    - The physical condition of the employee.
3. Eliminate or control the risks associated with each task. This may involve using mechanical aids, providing training, or changing the way the task is carried out.

Control Measures

The following control measures should be implemented to prevent manual handling injuries:

- Mechanisation: Use mechanical aids to lift or move heavy or awkward loads.
- Training: Provide employees with training on manual handling techniques.
- Task redesign: Redesign tasks to reduce the risk of injury.
- Personal protective equipment: Provide employees with personal protective equipment, such as back belts, when appropriate.
- Work organisation: Organise work to reduce the amount of manual handling that is required.
- Monitoring and review: Monitor and review the effectiveness of control measures on a regular basis.



Employee Responsibilities

Employees have a responsibility to work safely and to follow the company's manual handling policy. This includes:

- Reporting any hazards to their supervisor.
- Using mechanical aids when provided.
- Following the training they have received.
- Asking for help if they are unsure about how to carry out a task safely.

Training

All employees involved in manual handling tasks will receive training on manual handling techniques. This training will cover the following topics:

- The risks associated with manual handling.
- How to identify manual handling hazards.
- How to control manual handling risks.
- Manual handling techniques.

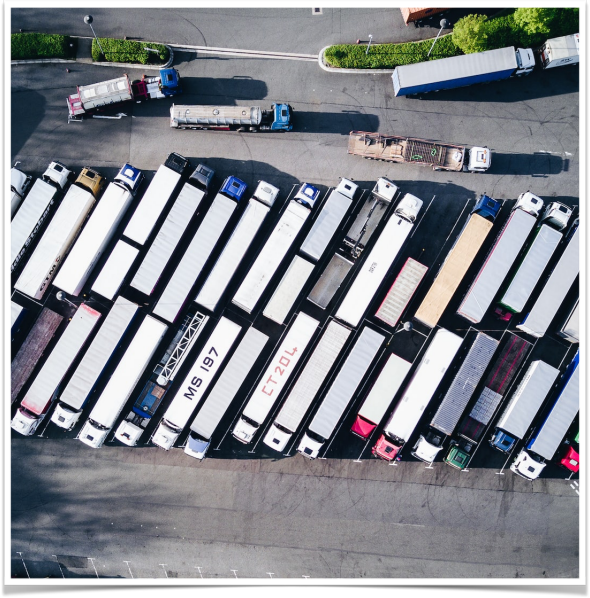
Monitoring and Review

The company will monitor and review the effectiveness of its manual handling policy on a regular basis. This will include:

- Reviewing accident records.
- Carrying out manual handling risk assessments.
- Auditing manual handling procedures.

Conclusion

Pickup Freight Services Ltd is committed to providing a safe working environment for all of its employees. This manual handling policy is designed to prevent manual handling injuries by providing guidance on how to identify, assess, and control manual handling risks.
Images to represent the Manual Handling Policy:





Luke Pickup
Managing Director

