

Safe Operating Procedure

MANUAL HANDLING

Personal Protective Equipment

1. Gloves, suitable footwear.

Possible Injuries

1. Muscular strain
2. Back injury
3. Cuts and abrasions
4. Broken limbs.

How to avoid injury

1. Wear PPE appropriate to the task. Keep hair confined.
2. Adopt a comfortable posture and one that allows variation.
3. For repetitive tasks, take breaks or rotate jobs with co-workers.
4. Avoid lifting loads greater than
 - a. 4.5 kg if seated
 - b. 16-20 kg if standing
5. Use mechanical aids or team assistance for loads from 16-55 kg
6. Bend the knees when heavy lifting. Do not bend the back.
7. Make sure the load is evenly balanced before lifting. Avoid twisting to right a load.
8. Use a trolley to move beer kegs, and if necessary, roll beer kegs rather than lift.
9. Eliminate manual handling tasks from the work process wherever possible.
10. Do not attempt any lift which is out of your comfort zone.

FOR BARWORKERS

For regular bar work, the lifting hazards are associated with emptying the bottle bin and restocking the bar.

1. There should be **two** bottle bins, to ensure the weight to be carried downstairs is not too heavy. However, if you are of lighter frame or have an existing injury, please ask someone else to carry it downstairs, or (eg) take down when half full.
2. When **restocking**, be sure to bend with your knees, balance your load and take only a comfortable load.
3. Use the main stairs, rather than the stairs on the back landing – these stairs can be tricky.

<p>Trainee:</p> <p>I have completed this SOP:</p> <p>Signature:</p> <p>Date:</p>	<p>Trainer:</p> <p>Signature:</p> <p>Date:</p>
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