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| Scope |
| This procedure applies to all Company projects, offices, facilities, asset and concession companies and Joint Venture (JV) projects where the Company Management System has been adopted by the JV Board. Where the Company is required to operate another party’s Management System then the requirements of the Joint Venture/Alliance Business Management System (BMS) Assessment (MSC-PR-0002) must be followed in relation to assessing the validity of third party management systems. |

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| Purpose |
| The purpose of this procedure is to define and monitor the health and safety controls associated with Manual Handling.  The requirements in this procedure are considered to be our current standards and must be adopted as part of a safe system of work. However, Projects and Contracts are also encouraged to identify new methods of working as long as these are: developed through rigorous risk assessment, demonstrably improve on current standards, deliver legal compliance and are approved in accordance with the Control of HSES Derogation procedure ([HSES-PR-0004](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6992)). |

Procedural Requirements

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|  | **INTRODUCTION** |
|  | The Manual Handling Operations Regulations establish a clear hierarchy of measures to be taken to: |
|  | * Avoid hazardous manual handling operations so far as is reasonably practicable. This may be done by redesigning the task to avoid moving the load or by automating or mechanising the process |
|  | * Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided |
|  | * Reduce the risk of injury from those operations so far as is reasonably practicable e.g. mechanical assistance for example, a sack trolley or hoist; changes to the task, the load and the working environment |
|  | The regulations set no specific requirements such as weight limits but there is guidance from the HSE including the Manual Handling Assessment Charts ([the MAC tool](http://www.hse.gov.uk/msd/mac/)). An assessment of relevant factors will be used to determine the risk of injury and establish relevant control measures. |
|  | Designers have a key role in minimising manual handling issues. Wherever it is possible to design out manual handling operations, for example by specifying smaller, lighter building materials or identifying automated or mechanical processes, Designers should ensure these are included within their design. If a designer has failed to address manual handling issues in the design the Company will raise this and request a review of the specification. |
|  | **COMPETENCIES** |
|  | The Manual Handling – Competent Person must hold a current CITB Site Managers Safety Training Scheme Certificate (SMSTS) (or Company approved equivalent) and have attended a Manual Handling Training Course, or hold an industry accredited Manual Handling Assessor qualification (e.g. RoSPA). |
|  | All persons undertaking manual handling must have attended a Manual Handling Training Course. |
|  | The Manual Handling training course should cover: |
|  | * manual handling risk factors and how injuries can occur |
|  | * how to carry out safe manual handling including good handling technique |
|  | * appropriate systems of work for the individual's tasks and environment |
|  | * use of mechanical aids |
|  | * practical work to allow the trainer to identify and put right anything the trainee is not doing safely |
|  | **MANUAL HANDLING – COMPETENT PERSON** |
|  | At the commencement of each project the Site Lead must nominate a Manual Handling Competent Person. |
|  | On large, complicated or geographically spread contracts, it may be desirable to have more than one Manual Handling Competent Person. In this case, one person will coordinate the activities of any deputies and must be clearly identified ([PRM-TF-0001e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-13465)). The specific responsibilities of the Manual Handling Competent Person are set out in Section 5. |
|  | **ASSESSMENT** |
|  | The Site Lead must ensure the task-specific risk assessment considers manual handling activities, that the hierarchy is followed where practicable, and manual moving and handling of loads is avoided, e.g. by using mechanical means to deliver / transport loads to the point of use whenever possible, etc.  If this is not possible a manual handling assessment ([HSF-SF-0041a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1900)) must be completed, and a documented action plan devised to reduce the risk to the lowest reasonably practicable level e.g. sack trucks, powered hoists etc. |
|  | The Manual Handling Regulations (1992) suggest an ergonomic approach to the reduction of risk that considers: |
|  | * **T**ask |
|  | * **I**ndividual |
|  | * **L**oad and |
|  | * **E**nvironment |
|  | See Reference Material – Manual Handling – TILE ([HSF-RM-0041a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1898)) for further details. |
|  | A Heavy Materials Register ([HSF-TF-0041a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1899)) is available for recording materials and equipment which could create difficulty with manual handling. |
|  | A Manual Handling Assessment form ([HSF-SF-0041a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1900)) must be completed for all materials identified which could create difficulty with manual handling and for all repetitious work involving the same personnel. |
|  | A risk assessment can cover a number of lifts of similar tasks, individual capabilities, loads and environments, however an individual risk assessment will be required if the employee or assessor identifies reasons it would affect their ability to implement the safe system of work. |
|  | **RESPONSIBILITIES** |
|  | The Site Lead must ensure: |
|  | * All employees have attended relevant training sessions |
|  | * That those employees who fail to attend a training session for which they are nominated are counselled and re-nominated for an appropriate training session as soon as possible |
|  | * Documentation is produced and risk assessments reviewed specific to their task if a moving and handling operation cannot be avoided |
|  | * The findings of these assessments are communicated to all employees |

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|  | * Any employee’s concerns about moving and handling operations are acted on as soon as reasonably practicable |
|  | * Specialist advice is obtained from a Competent Person where necessary |
|  | * That all equipment used for moving and handling is inspected, thoroughly examined, serviced and maintained in accordance with the Lifting Operations and Lifting Equipment Regulations and the Provision and Use of Work Equipment Regulations and the Manufacturer’s Instructions |
|  | * Moving and handling requirements are clearly identified during the recruitment process so appropriate medical and occupational health advice can be taken as part of pre-employment screening |
|  | * Allowance is made for any known health problems which may have a bearing on an employee’s ability to carry out moving and handling operations safely |
|  | * That if an individual’s state of health might significantly increase their risks of injury from moving and handling operations they are referred to our Occupational Health Service Provider |
|  | * That safe systems of work are being implemented in the workplace |
|  | * That adequate staffing levels are maintained to meet the requirements of moving and handling operations |
|  | The Manual Handling Competent Person must: |
|  | * Complete the Manual Handling Assessment form ([HSF-SF-0041a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1900)) for all key manual handling activities, including the materials identified and for all repetitious work involving the same personnel |
|  | * Instruct all relevant persons in the hazards and controls detailed in the Manual Handling Assessment ([HSF-SF-0041a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1900)) and maintain a record of the briefings on site |
|  | * Ensure manual handling techniques are monitored on-site and personnel who do not apply the correct manual handling technique are given additional coaching |
|  | * Review risk assessments in accordance with the Setting People to Work Safely procedure ([HSES-PR-0011](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8591)) |
|  | * Provide advice on manual handling risk reduction measures to the Site Lead |
|  | Employees must: |
|  | * Follow appropriate systems of work laid down for their safety |
|  | * Make full and proper use of equipment provided for their safety |
|  | * Co-operate with the Company on health and safety matters |
|  | * Report any defects in systems, practices or equipment |
|  | * Co-operate with the Company in undertaking manual handling risk assessments |
|  | * Attend training when required to do so |
|  | * Take reasonable care of their own health and safety and that of others who may be affected by their activities |
|  | * Inform their supervisor when they believe that there is a risk of injury to health from a manual handling activity |
|  | * Inform their supervisor when they suspect the risk assessment is no longer valid |
|  | * Inform their supervisor of any health problem or condition that might affect their ability to handle loads safely |
|  | * Comply with any health advice given by Occupational Health |
|  | **MANUAL HANDLING INJURIES** |
|  | In the event that an individual suffers a muscular-skeletal injury, which affects their ability to conduct manual handling tasks, the Site Lead must consider whether any modification of the employee’s duties is needed. They may consider making a management referral to the Occupational Health Service Provider so that appropriate advice and guidance on fitness to work and a rehabilitation programme can be arranged, supporting the employee returning to work as quickly and as safely as possible. |
|  | All injuries shall be reported in accordance with the Incident Reporting and Investigation Procedure [(HSES-PR-0005).](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8639) |

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| Abbreviations / Definitions | |
| **SITE LEAD** | The person directly responsible for the Health and Safety of all employees, subcontractors and third parties, and for the care of the environment, affected by our works. |
| **MANUAL HANDLING** | Any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force (Manual Handling Operations Regulations). |
| **LOAD** | Can be an object, person or animal (Manual Handling Operations Regulations) |
| **INJURY** | Physical harm or damage suffered by a person |
| **REASONABLY PRACTICABLE** | Balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk. |
| **RED TEXT** | Not yet available, use current BMS for relevant document |

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| **Reference** | **Type** | **Title** |
| MSC-PR-0002 | Procedure | Joint Venture/Alliance Business Management System (BMS) Assessment |
| [HSES-PR-0004](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6992) | Procedure | Control of HSES Derogation |
| [L23](http://www.hse.gov.uk/pubns/priced/l23.pdf) | Legislation & HSE Guidance | Manual Handling Operations Regulations 1992 |
| [INDG383(rev2)](http://www.hse.gov.uk/pubns/indg383.pdf) | HSE Guidance | Manual handling assessment charts (the MAC tool) |
| [INDG143(rev3)](http://www.hse.gov.uk/pubns/indg143.pdf) | HSE Guidance | Manual Handling at work: A brief guide |
| [INDG171(rev2)](http://www.hse.gov.uk/pubns/indg171.pdf) | HSE Guidance | Managing upper limb disorders in your business |
| [HSF-RM-0041a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1898) | Reference Material | Manual Handling - Tile |
| [HSES-PR-0011](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8591) | Procedure | Setting People to Work Safely |
| [HSES-PR-0005](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8639) | Procedure | Incident Reporting and Investigation |

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| OuTPUTS | | | |
| **Reference No.** | **Document Title** | **Retention Period** | **Responsibility** |
| [HSF-SF-0041a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1900) | Manual Handling Assessment | 3 years | Site Lead |
| [HSF-TF-0041a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1899) | Heavy Materials Register | Project Duration | Site Lead |
| [HSF-TB-0041a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-11312) | Manual Handling | Project Duration | Site Lead |
| [PRM-TF-0001e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-13465) | Letter of Appointment Incl. Temporary Handover | Project Duration | Site Lead |