


Document Title	Manual Handling Policy	
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Document Author	John F Macleod	
Document Approval	Douglas Leask	
Applicability	All areas of operations within the company	
Pages	2	

1.0 Purpose

Leask Marine Ltd want to take a proactive approach to ensuring none of our employees, service users, customers and visitors are exposed to manual handling injuries. Our aim is also to achieve compliance with relevant legislation and ensure no ill health is suffered as manual handling injuries remain a major incident type in industry.

These procedures define how we will implement and comply with the policy and in turn the Manual Handling Operations Regulations 1992 (as amended 2002).







Manual handling covers a wide range of activities including lifting, lowering, pushing, pulling or carrying using bodily force.

2.0 Scope

This procedure covers all the Company's activities.

3.0 Responsibilities and Requirements

IMPLEMENTATION

-  The business will ensure that a full list of manual handling activities is drawn up and receives assessment by a competent assessor and that adequate control measures are identified on the Manual Handling Assessment Form (4.09.1).
-  An inventory of manual handling tasks will be generated which will be used as the basis for assessment.
-  Assessments will be carried out by competent and trained staff using the Health & Safety Executives guidance in the appendix to this procedure.
-  All staff involved in manual handling will receive adequate training in lifting techniques with appropriate refreshers where required.
-  Where practicable manual lifting of equipment and loads will be mechanised to avoid manual handling altogether.
-  Where reasonably practicable to do so, the management will eliminate manual handling risk and where there is a significant residual risk this will be highlighted on to all supervisory personnel

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- Line managers will ensure that this policy is disseminated to employees and contractors and visitors under their jurisdiction, usually via induction.

4.0 Review and Monitoring

This procedure will be monitored and reviewed in accordance with the companies audit programme.

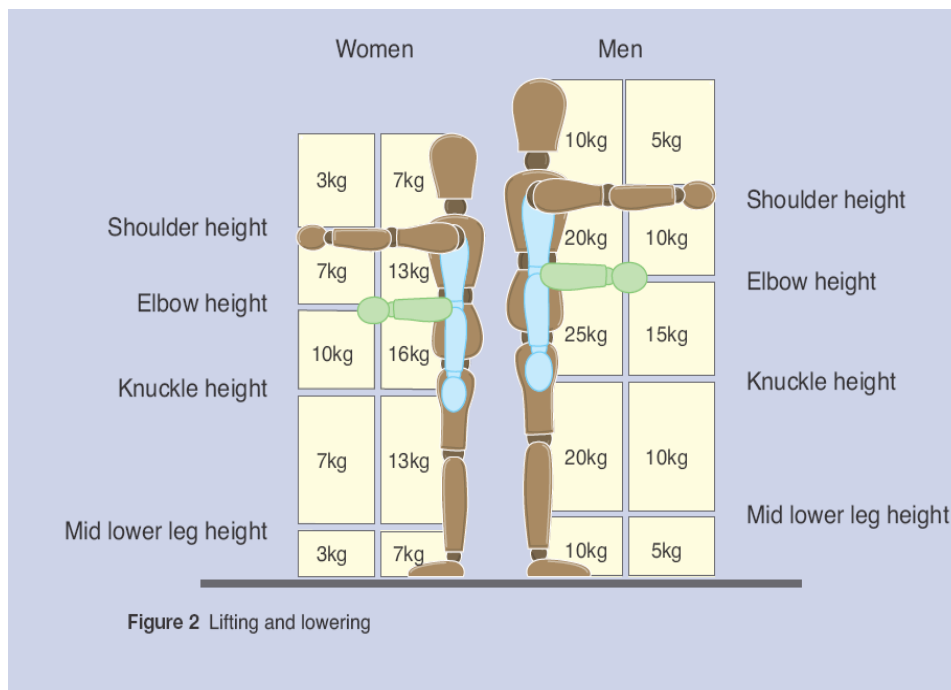
5.0 Records

- 4.09.1 Manual Handling Assessments Form

6.0 References

- Health and Safety At Work Act 1974
- HSE Manual Handling Operations Regulations 1992

7.0 Guidelines for Manual Handling



D Leask

Signed:

Name: Douglas Leask, Managing Director

Date: 1st January 2024