

SSOW 10 - Safe System of Work: Manual Handling

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1. Activity

This Safe System of Work provides information on Manual Handling. It should be read in conjunction with:

- SSOW 03 'Waste Collection' - section 4 a - c
- The 'Staff Guidance and Information Pocketbook'

2. Persons at Risk

Drivers
Loaders
Public
Other road users

3. Hazards

Weight of bins
Bin contents
Movement of bins on uneven ground, down steps
Sharp objects e.g. glass
Hypodermic needles
Tetanus
Uneven surfaces, raised paving slabs
Darkness during winter months

4. Pictorial SSOW

Bag collections



**Place one foot forward
Unlock knees
Lift using legs**

**Turn by moving the feet
Only take what you can manage**



Bins



**Place one foot forward
Unlock knees
Lift using legs**

Wheeled Bins



Take a firm grip with both hands
Place one foot forward
Unlock knees
'Dip and Drive' ® to start the pull

1100ltr Bins pulling



Take a firm grip with both hands
Place one foot forward
Unlock knees
'Dip and Drive'® to start the pull

1100ltr Bins pushing



**Take a firm grip with both hands
Place one foot forward
Unlock knees
'Dip and Drive'® to start the push**

**If heavy seek assistance
Only take what you can
safely manage**



Bulky Objects

**Place one foot forward to
the side of the item**

**Ensure good footing
Unlock knees and take
a firm grip**

**Drive with the legs to stand
the item upright**

**Place the sack truck
underneath**



5. Procedures

a) Assessment

- The aim in all cases is to reduce the risks associated with manual handling tasks by assessing the load, the task, the individual and the environment. Action can then be taken to minimise the risks by the use of sensible methods of control. Manual handling will be avoided by using mechanisation where reasonably practicable.
- The manual handling tasks associated with normal waste collection have been assessed and appropriate training is given to all drivers and loaders. Training is also provided to agency staff at induction and they are included with employees on the 2 year refresher course.
- If employees are required to carry out a manual handling task which is different from that encountered in normal waste collection e.g. fly tipped material, moving an item in a depot, the lifting task will be assessed by the Supervisor and controls implemented.

b) Locations

- Loaders must check that the ground is even, non-slip and maintained in a good condition and that there is good lighting to all areas. If the Loader decides it is not safe to handle the load he should communicate this to the Supervisor /Depot, using the radio, as soon as practicable.

c) Loading vehicles

- When manual handling cannot be avoided, Loaders are trained to make the job easier and safer by using the correct lifting techniques.

5. General Guidance

- The 'Staff Guidance and Information Pocketbook' which is issued to every employee and to agency staff contains information on assessment (Task, Individual, Load and Environment) and on how to carry out manual handling safely.
- The Collection Service carries out monitoring of manual handling as part of the weekly monitoring schedule. Employees adopting poor techniques can then be identified and provided with on-the-spot instruction and training until good techniques can be demonstrated.
- The Supervisors are trained to train 'Pristine Conditions' principles of Manual Handling and can inform employees and agency staff of best practice.

6. Personal Protective Equipment

- The following PPE must be worn:
 - Protective footwear (with steel cap toes and steel midsoles)
 - Ballistic trousers
 - Hi-Viz top (as provided)
 - Gloves

Additional clothing is provided for protection in wet weather and sunny weather.

7. Medical Requirements / Vaccinations

- Post incident vaccinations for Tetanus & Hepatitis B may be required.
- A first aid box will be kept on each vehicle.

8. Training

- Training in Manual Handling is provided and refresher training will be provided every 2 years.

Related Documents	
	Reference:
Risk Assessments	
Waste Collection	WC1
Fly Tipping	WC4
Procedures	
Procedure for Managing Fly Tipped Waste	P03
Safe Systems Of Work	
Driving of Waste Collection Vehicles	SSOW 02
Waste Collection	SSOW 03
Clinical Waste Collection	SSOW 09
Handbooks	
Waste Collections Staff Guidance and Information Pocketbook	Being reviewed for re-print August 2017.