



Standard Operating Procedure

SOP 105

MANUAL HANDLING

1. Purpose

The purpose of this SOP is to provide a process for identifying and controlling the risk associated with hazardous manual handling activities.

2. Definitions

Manual Handling means any activity requiring the use of force by a person to lift, push, pull, carry or restrain an object.

Hazardous manual handling means manual handling activities that involve the following:

- repetitive or sustained application of force
- repetitive or sustained awkward posture
- repetitive or sustained movement
- application of high force
- exposure to sustained vibration
- handling live people or animals
- handling loads that are unstable, unbalanced or difficult to move

Risk means the likelihood or probability that a hazard may cause harm.

Risk Assessment means a process that seeks to identify hazards; then determine the level of risk by taking into account the likelihood that someone will be injured or something damaged by the hazard, the frequency of contact or exposure to the hazard, the level of exposure (eg number of people, amount/degree/extent of exposure to noise, chemicals, etc), pattern of exposure (eg continuous, intermittent etc) and the adequacy of any existing control measures.

Risk Control means the use of measures to control the risk to an acceptable level.

3. Manual Handling Activities

- 3.1 Manual handling covers a wide range of activities within Central Water including lifting, pushing, pulling, holding, throwing and carrying. It also includes repetitive tasks such as packing, word processing, assembling, cleaning and sorting, digging, using hand tools and operating machinery and equipment.
- 3.2 *Hazardous manual handling* activities are those that, statistically, present the greatest risk of a person incurring a sprain or strain injury.
- 3.3 Offices are not traditionally associated with manual handling risks; however, there are many heavy items such as computers and boxes of stationary or archive paper, which are

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JL Elias

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Table of Contents Manual Handling Sop Template

1. Understanding the eBook Manual Handling Sop Template
 - The Rise of Digital Reading Manual Handling Sop Template
 - Advantages of eBooks Over Traditional Books
2. Identifying Manual Handling Sop Template
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Manual Handling Sop Template
 - User-Friendly Interface
4. Exploring eBook Recommendations from Manual Handling Sop Template
 - Personalized Recommendations
 - Manual Handling Sop Template User Reviews and Ratings
 - Manual Handling Sop Template and Bestseller Lists
5. Accessing Manual Handling Sop Template Free and Paid eBooks
 - Manual Handling Sop Template Public Domain eBooks
 - Manual Handling Sop Template eBook Subscription Services
 - Manual Handling Sop Template Budget-Friendly Options
6. Navigating Manual Handling Sop Template eBook Formats

- ePub, PDF, MOBI, and More
- Manual Handling Sop Template Compatibility with Devices
- Manual Handling Sop Template Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Manual Handling Sop Template
 - Highlighting and Note-Taking Manual Handling Sop Template
 - Interactive Elements Manual Handling Sop Template
- 8. Staying Engaged with Manual Handling Sop Template
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Manual Handling Sop Template
- 9. Balancing eBooks and Physical Books Manual Handling Sop Template
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Manual Handling Sop Template
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Manual Handling Sop Template
 - Setting Reading Goals Manual Handling Sop Template
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Manual Handling Sop Template
 - Fact-Checking eBook Content of Manual Handling Sop Template
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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