
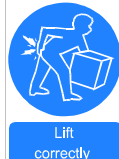
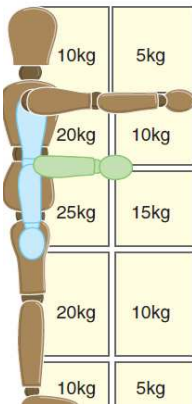


Ku-ring-gai Community Workshop "The Shed"

SAFE OPERATING PROCEDURE (SOP) & ACCREDITATION GUIDE	Manual Handling machinery, equipment, bulk timber and steel	Accreditation Code	G3																		
Safety Equipment and procedure whilst undertaking these tasks	 Advisable																				
<ul style="list-style-type: none"> The key features of this work as set out below must be understood and be capably demonstrated during competency assessment. Competency will be assessed on both knowledge of key features, critical safety issues and demonstrated safe operation. Persons who have a weakness due to back or other injury should not lift heavy items. 																					
Key Features of these tasks <ol style="list-style-type: none"> These tasks may involve lifting, shifting, loading and unloading machines, equipment and tools. Lifting, loading and unloading lengths of timber and sheet timber. Lifting loading and unloading lengths of steel and sheet steel. 																					
Critical Safety Issues <ol style="list-style-type: none"> Manual handling is a major cause of musculoskeletal injuries and every effort should be taken to minimise these by reducing the demand on human effort by use of manual handling devices where practicable. Eg Trolleys and/ or handcarts. Ensure that the passageway between collection point and unloading / loading point is clear of obstacles and free of tripping hazards. Suitable clothing should be worn including fully covered footwear and leather safety gloves should be available. Small tools should be placed in suitable containers eg boxes to minimise items being dropped. Use of a handcart is preferred over manual carrying even over short distances. Lifting should take place with the heavy part of the load towards the body, bending at the knees and only minor back arching. Head should be upright NOT looking down. Feet should be apart and balanced to spread load. Bulky loads should be avoided and machines and equipment disassembled to form smaller units and lighter loads wherever practicable. Use load carrying devices whenever practicable Timber lengths and sheet timber can produce splinters that cause injury to hands and other parts of the body into which they come into contact. Leather gloves should be worn where possible and two, or more, persons undertake the lifting/ carrying operation holding the timber away from direct contact with the body. Timber less than 2m in length and less than 15 Kg may be suitable for one person to carry but longer lengths and timber weighing more than 15Kg should be carried by two persons to ensure a balanced load. Two persons should generally carry sheet timber. Avoid steel sections, in particular flat bars, being carried in quantities which can result in pinching to the body and hands. Leather gloves should be used when handling steel products and avoid loads that can flex. Use of trolleys to minimise manual carrying should be used where practicable Loading / unloading items above waist height will invariably require greater exertion than that required to lift / carry loads at or below waist height. The diagram is a guide and should not be regarded as a maximum. Note that the guideline load is reduced if the arms are extended. This may mean that two or more persons may be required when loading / unloading some items. Take regular breaks, avoid overexertion. Avoid twisting and turning when carrying loads. Ensure that loads are firmly secured, tightly tied and covered before being transported. 																					
<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <p>Men</p>  <table border="1" style="margin-top: 10px;"> <thead> <tr> <th>Height</th> <th>Left Limit</th> <th>Right Limit</th> </tr> </thead> <tbody> <tr> <td>Shoulder height</td> <td>10kg</td> <td>5kg</td> </tr> <tr> <td>Elbow height</td> <td>20kg</td> <td>10kg</td> </tr> <tr> <td>Knuckle height</td> <td>25kg</td> <td>15kg</td> </tr> <tr> <td>Mid lower leg height</td> <td>20kg</td> <td>10kg</td> </tr> <tr> <td>Base</td> <td>10kg</td> <td>5kg</td> </tr> </tbody> </table> </div> <div style="flex: 2; padding-left: 20px;"> <ol style="list-style-type: none"> Avoid steel sections, in particular flat bars, being carried in quantities which can result in pinching to the body and hands. Leather gloves should be used when handling steel products and avoid loads that can flex. Use of trolleys to minimise manual carrying should be used where practicable Loading / unloading items above waist height will invariably require greater exertion than that required to lift / carry loads at or below waist height. The diagram is a guide and should not be regarded as a maximum. Note that the guideline load is reduced if the arms are extended. This may mean that two or more persons may be required when loading / unloading some items. Take regular breaks, avoid overexertion. Avoid twisting and turning when carrying loads. Ensure that loads are firmly secured, tightly tied and covered before being transported. </div> </div>				Height	Left Limit	Right Limit	Shoulder height	10kg	5kg	Elbow height	20kg	10kg	Knuckle height	25kg	15kg	Mid lower leg height	20kg	10kg	Base	10kg	5kg
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Version Date:	13/6/2013	Version Prepared by:	K Callinan																		
Version Authorised by:		M Bailey																			
Please tick ONLY ONE of the boxes: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div> New Accreditation to be added to records <input type="checkbox"/> </div> <div> Confirmation of existing accreditation <input type="checkbox"/> </div> </div>																					
Accreditation seekers signature:	Date:	Accred Code:	1st Assessor's signature:																		
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NB A copy of this document is to be completed and filed in the member's personal file at the Shed. Additional copies are available through email or hard copy by if requested. The member's Shed computer records and name tag will be amended when Accreditation is finalised.