

**MOVING AND STORING BULK MATERIALS**

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**Use a trolley or other mechanical aid to lift and move heavy or bulky items, or large quantities rather than manual lifting.**

## POTENTIAL HAZARDS

◼ Repetition of movement ◼ Awkward posture ◼ Duration of task

◼ Heavy/awkward loads ◼ Slip/Trip/Fall ◼ Sprains/strains

#### PRE-OPERATIONAL SAFETY CHECKS

1. Plan your activity before you start:

◼ Reduce the number of times objects are moved.

◼ Identify weight, size and recommended handling instructions for all relevant objects.

◼ Reduce bending or reaching by storing objects at waist height.

◼ Break down large and heavy loads into more manageable sizes and weights.

◼ Allocate sufficient time and staff to complete activities.

◼ Use mechanical aids instead of lifting by hand wherever possible.

1. Use trolleys for moving heavy large or awkward objects, or large volumes (e.g. uniform shop deliveries, text books, curriculum materials, archive boxes, photocopy paper, gym mats, archery targets) rather than manually lifting and carrying objects.

◼ Match the trolley to the weight and dimensions of the objects that are being moved.

◼ Use trolleys with large wheels. Larger wheels roll easily and require less force over obstacles.

1. Use lightweight, sturdy, stackable containers with handles to store materials rather than larger containers to avoid having to lift and balance heavy loads.
2. Design and provide storage areas for outdoor or larger equipment.
3. Provide suitable equipment for reaching objects or performing work above shoulder height (e.g. step platforms with handrails provide a larger, more stable work surface than ladders).

**OPERATIONAL SAFETY CHECKS**

1. Wear footwear appropriate to the task. Wear hand protection when required.
2. Place frequently moved and large, bulky or awkward-to-handle objects on storage shelves above knee height and below shoulder height.
3. Use appropriate routes for trolleys so they are not pushed over surfaces with a high level of friction or resistance, or lifted over structures such as steps.
4. Never lift, push or pull loads or objects beyond your capacity.
5. Rotate or share tasks to avoid fatigue.

#### HOUSEKEEPING

◼ Store equipment close to where it is used.

◼ Attach lockable castors to heavy or awkward objects that can be wheeled.

◼ Maintain regular trolley travel routes in flat, undamaged condition with good slip resistance.

◼ Maintain storage facilities with adequate access for workers to move objects. Reduce clutter and minimise loose objects and keep doorways clear so doors can be easily opened and closed.

◼ Inspect and maintain mechanical aids before returning to storage.

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| **Date of last review** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |