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MANUAL HANDLING

TOOLBOX TALK CONTENT

Document ID: TBT-006

**Document Approval History**

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| **Document Revision No.** | **Effective Date** | **Created**  **by:** | **Reviewed & Approved**  **by:** |
| Revision 0 | DD.MM.YYYY | HSE Advisor | HSE Manager |
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**Document Revision History**

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| **Document Revision No.** | **Sections Revised** | **Description of Changes** |
| 00 | N/a | Published |
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| **TOPIC** | **MANUAL HANDLING** | **DISCUSSED?** | |
| **THINGS TO DISCUSS**  (a couple of topics to be selected and discussed when conducting the talk) | **YES** | **NO** |
| **DEFINITION** | * What is manual handling |  |  |
| **HAZARDS** | * Poor back posture * Muscular sprain, strain and stress |  |  |
| **PERSON DOING THE TASK** | * Employee conducting the task is fit and suitable to carry out manual handling work * Ask for help if you need it, do not overburden yourself |  |  |
| **LOAD** | * Assess the load * Check the weight, size, shape etc of the load Ensure the load is secured / wrapped properly before lifting Ensure that the load is being lifted with legs and not the back |  |  |
| **WORK ENVIRONMENT** | * Remember to check the path that you will be carrying the load * Surface condition |  |  |
| **ILLUMINATION** | * Ensure that the path you will be walking in is well illuminated * Keep your eyes fixed on the path you are walking on |  |  |
| **BARRICADE & SIGNAGE** | * Barricade the work area * Display adequate & appropriate warning signs * Benefits of barricading the work area * Displaying warning signs * Assign stand by man |  |  |
| **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | * What is the appropriate PPE required for the task at hand? * Benefits of using Personal Protective Equipment * Does the task require any special PPE |  |  |
| **EMERGENCY ARRANGEMENTS** | * Emergency rescue team & emergency contact numbers * Location of the emergency equipment |  |  |

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| **THINGS TO REMEMBER** (consider these points when conducting your toolbox talk) | | | |
| **Description** | **Yes** | **Description** | **Yes** |
| Toolbox Talk should be short and to the point and relevant to the work being conducted | ✓ | Toolbox Talk should be entertaining and if possible, interactive. | ✓ |
| Person Giving the Toolbox Talk  (Name, Signature & Date) |  | | |