

Lift / Conveyor break down

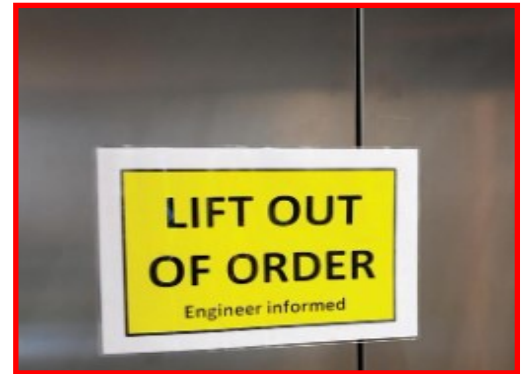
The following additional controls should be introduced until the equipment is returned to safe working

Interim risk due to absence of lift

Hazard: Increased risk of injury from carrying stock up and down stairs

Injury risk: Trips and falls; muscle strains and sprains

Who at risk: Colleagues



Reduce the risk of injury by adopting the following:

Optimize down stairs storage— ensure every option to reduce stock movement up and down stairs is considered and implemented.

Always follow manual handling guidance— remember “T.I.L.E”

- Complete a refresher of the manual handling COPS—Colleagues involved in warehousing task should complete a refresher of the COPS

Trips and falls on stairs

Maintain good housekeeping—stairs and corridors clear at all times to prevent trips

Look where you are walking—maintain good visibility of route when carrying boxes

Wear suitable footwear to prevent trips

Spillages—clear spillages on stairs promptly to prevent slips

Hand rail - wherever possible, use the handrail to prevent falls

Manual Handling carrying stock

Avoid strains—maximum weight to be carried upstairs should not exceed 8kg

Personal awareness - Only carry loads that each colleague is comfortable to handle

Fatigue—Take breaks from carrying stock every 20 minutes to reduce fatigue

Reduce grip fatigue—wearing grip gloves will improve control of load being carried

Reduce carry distance—wherever possible utilize trolleys/flat beds to transfer stock

Management supervision of the task is vital to ensure controls are followed

Colleague training sign off

All colleagues should confirm their understanding of the additional controls for duration of breakdown by signing below

Keep this completed record in the H&S Folder for future reference

[illegible]