



Workshop safety - Manual handling

Avoid it where possible - move yourself!



Avoid cuts and splinters – use gloves for handling tooling and timber

Use a mechanical assist wherever possible – use a trolley or sack truck

Plan the lift before you start – where is it going? Do you need help? Is the pathway clear? Are there any obstructions?

Work from a stable base, position feet slightly apart to give a solid foundation to conduct the lift

Wear suitable clothing – no loose or very tight clothing and suitable footwear

Hug the load - the closer the load is to your body, the less strain on your back

Bend your knees – use your thigh muscles to bend at the knees, don't bend your back

Avoid twisting and leaning – this places pressure on your spine, turn by moving your feet

Keep your head up – look ahead when moving not down at the load. This keeps your spine in the right position, and you can see where you're going

Know your limits – if the load is too heavy – get help

It is much safer to push a load, rather than pull it – just make sure you can see over it and your route is clear

Put it down before adjusting into final position.



SAFETY FIRST in the Workshop

Have you been inducted?

You are responsible for your own safety and for the safety of others

All accidents are preventable

Ensure you receive guidance before using any machine

DO NOT use High Risk machinery unless **COMPETENT!**

If you are not trained, do not do it!

Bring your own PPE for each task you wish to carry out, we recommended eye protection when using machines

Never wear loose clothes or slippery footwear, open toes or crocs, remove trailing jewellery and tie long hair back

Avoid (so far as is reasonably practicable) any manual handling activities involving injury risk

Do not take short cuts. Always follow the rules

Use the right tools & equipment and use them in the right way

Tell the competent person if you think the work or inadequate precautions are putting anyone's health and safety at serious risk

Ensure tools and equipment are in safe working order before use. If a fault is noticed you must immediately notify the Workshop supervisor and ensure it is recorded in the fault log

Avoid work at height where it's reasonably practicable to do so

Prevent the risk of slips, trips, and falls

No lone working inside or out

Practice good house keeping





Workshop safety - Slips, trips and falls

Practice good housekeeping

- Keep clutter away
- Close draws promptly
- Put boxes away from walkways
- Store cable tidily.

2. Provide adequate lighting

- Ensure there is enough light in walkways and at entrances and exits.
- Replace failed lights immediately
- Provide task lighting.

3. Install safety signs

- Alert members to spill accidents and other trip hazards.

4. Clean spills immediately

- Clean up spills as soon as possible.
- Mop and sweep or dry any substance on the floor that could slip or trip another person.
- Sweep up clutter and debris regularly.

5. Make sure proper footwear is worn

- Wear non-slip shoes.
Avoid wearing sandals, canvas shoes, high heels, and open-toed shoes.

6. Maintain and improve floor quality

- Check walking surfaces for uneven areas, holes and other damage
- Modifying the floor space can go a long way in ensuring safety from slips, trips, and falls.

7. Implement safety plans and protocols

Lastly, a well-thought safety plan cements all efforts in promoting fall protection. This plan should include the following:

- Risk assessments
- Safety standards and practices
- Regular inspection and maintenance checks
- Specifications for safety and other equipment.

