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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
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| **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) |  |