
	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p>80.0 MANUAL HANDLING</p> <p>ON THE JOB TRAINING</p>	<p>OJT : 080 Page : 1 of 3 Date : 07-Nov-25 Rev : 10.1 Appr : DPA</p>
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VESSEL: _____

DATE: _____


Details of training: MANUAL HANDLING (Reference COSWP / HSE MANUAL - 4.11.4)

- The term 'manual handling' is used to describe any operation that includes any transporting or supporting of a load, lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force (Handling any weight more than 30 kg for men and more than 20 kg for women) example handling of stores, spares, provisions, drums, wire ropes, steel plates, pipes, machinery parts during maintenance etc. This guidance is generally concerned with preventing musculoskeletal injury.
- The Code of Safe Working Practices (COSWP) includes the illustration regarding safe weights for manual lifting in the Manual Handling section. It is to be reminded that these weights are not fixed and vary with the capability of the individual undertaking the task. The safe limits will be reduced if the action to be performed involves twisting or to be repeated over a short time.
- In all cases, a risk assessment should be prepared taking full account not only of the characteristics of the load and the physical effort required but also of the working environment (e.g., ship movement, confined space, high or low temperature, physical obstacles such as steps or gangways) and any other relevant factors (e.g., the age and health of the person, the frequency and duration of the work)
- As far as possible, avoid the need for any hazardous manual-handling operations, which may cause injury to seafarers, e.g., by re-organisation of the work, or automating or mechanising the operation.
- The ship staff should consider whether alternative means of doing the same job would reduce this risk. Proper use of mechanical means e.g., trolley, lifting appliances like cranes, chain blocks etc are to be considered as first preference.
- Assess the load and plan the lift – where is the load to be placed and consider whether you need any help with the load. Some loads require two or more people to lift safely.
- Look for sharp edges, protruding nails or splinters, surfaces that are greasy or otherwise difficult to grip and for any other features that may prove awkward or dangerous.
- Ensure that the deck or area over which the load is to be moved is free from obstructions, especially in narrow accesses, and is not slippery.
- Check the final stowage location to ensure that it is clear and suitable for the load.
- When two or more people are handling a load, it is preferable that they should be of similar stature. The actions of lifting, lowering, and carrying should, as far as possible, be carried out in unison to prevent strain and any tendency for either person to overbalance.
- Do not position yourself in the LINE OF FIRE
- Whenever possible, manual lifting and carrying should be organised in such a way that each person has some control over their own rate of work.
- Prior to undertaking a manual handling task, consider the following four factors: **Task, Individual, Load and Environment** (known under the **TILE** acronym) to ensure a thorough evaluation of the task and its associated risk.

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TILE (TASK, INDIVIDUAL, LOAD AND ENVIRONMENT)

Factors	Questions
1. The Tasks	<p>Do they involve:</p> <ul style="list-style-type: none"> • Activity that is too strenuous? • Bolding or manipulating loads at distance from trunk? • Unsatisfactory or unstable bodily movement or posture, especially: <ul style="list-style-type: none"> – Twisting the trunk? – Stooping? – Reaching upward? • Excessive movement of loads, especially: <ul style="list-style-type: none"> – Excessive lifting or lowering distances? – Excessive carrying distances? • Risk of sudden movement of loads? • Frequent or prolonged physical effort, particularly affecting the spine? • Insufficient rest or recovery periods? • A rate of work imposed by a process? • <i>Climbing up or down stairs?</i> • <i>Handling while seated?</i> • <i>Use of special equipment?</i> • <i>Team handling?</i>
2. The Loads	<p>Are they:</p> <ul style="list-style-type: none"> • Heavy? • Bulky or unwieldy, or difficult to grasp? • Unstable or with contents that are likely to shift? • Likely, because of the contours and / or consistency, to injure workers, particularly if the individual collides with someone or something? • <i>Wet, slippery, very cold, or hot and, therefore, difficult to hold?</i> • <i>Sharp?</i> • <i>Potentially damaging / dangerous if dropped?</i>
3. The Working Environment	<ul style="list-style-type: none"> • Are there space constraints preventing the handling of loads at a safe height or with good posture? • Is there an uneven, slippery or unstable deck surface? • Are there variations in level of deck surfaces (eg: door sills) or work surfaces? • Are there extremes of temperature or humidity? • <i>Has account been taken of the sea state, wind speed and the unpredictable movement of the vessel?</i> • <i>Are there steps, stairs or ladders or self-closing doors to be negotiated?</i> • <i>Is the area adequately lit?</i> • <i>Is movement or posture hindered by personal protective equipment or by clothing?</i>

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Factors	Questions
<p>4. Individual Capability</p>	<p>Is the individual:</p> <ul style="list-style-type: none"> Physically unsuited to carry out the task, either because of the nature of the task, or because of a need to protect an individual from a danger that specifically affects them? <ul style="list-style-type: none"> <i>ie: Does the job require unusual strength, height, etc?</i> <i>Is there a hazard to those who might reasonably be considered unsuited to the task?</i> <i>Does it pose a risk to those who are pregnant or have a health problem?</i> Wearing unsuitable clothing, footwear, or other personal effects? Inadequately experienced or trained? Inadequately equipped?

Training conducted by Master:

Name: _____

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