

MANUAL TASKS PROCEDURE

BACKGROUND

Workers, volunteers and visitors may be encouraged to assist with day-to-day tasks in the operation of the grounds and facilities.

POLICY REFERENCES

- MFRG Health and safety policy
- MFRG Volunteering policy

GENERAL TASKS AND ACTIVITIES

Use the “smart” lifting technique whenever possible and appropriate:-

- S – size up the load
- M – move in close
- A – always bend the knees
- R – raise object using your legs
- T – turn using your feet

SPECIFIC TASKS

The following task have a specific process:

Stocking fridges

Stock is to be moved to fridge via sack truck or one carton at a time using the “smart” manual handling practice. Extra care is to be taken with high and low shelving.

Spillages

Are to be cleaned up immediately and warning signs placed on floors if necessary.

Work surfaces

Are to be kept clean of clutter.

Recycling

Bin transfer to collection bin is to be done frequently to avoid over-filling. If over-filled or too heavy, the task must be carried out using two persons to lift heavy loads.

Chairs, tables and equipment

Movement of multiple chairs, tables and heavy equipment is to be undertaken by 2 or more persons. All equipment is to be returned to correct place to avoid clutter and unauthorised use.

ENDORSEMENT

Approved by MFRG Management Committee TBA/2019