

Form 7.1

Trade Aid Trusts: Shop safe operating procedures

Four key areas have been identified within the shop environment requiring guidance for safe operating procedures. These are:

A) Lifting/manual handling

Safe Lifting Techniques

Lifting from the floor:

There are two main motor patterns one can use when lifting from the floor. The correct one to use will depend on one's body type and the object one is lifting.

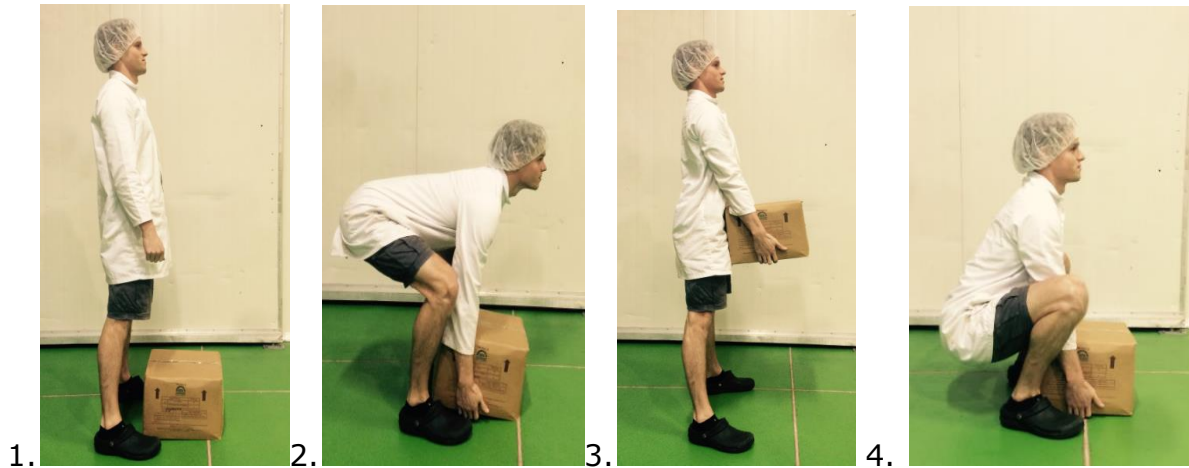
The Hip Hinge: Image 1, 2, 3 (below)

- The most important rule for the hip hinge is to maintain a neutral spine
- To do so one must 'brace' by squeezing the glutes, 'pulling their ribcage down' and tightening their midsection.
- To commence lifting the object stand in front of it with feet shoulder width apart or slightly wider. (One can use a wider "sumo" stance with feet on either side of the object, but the same general rules apply.)
- Now go through the bracing sequence above
- To reach down to the object push the hips backwards, loading the hamstrings with tension and keeping the shins close to vertical. It is important one continues to maintain a neutral spine.
- Once you have a secure grip on the object, to lift it imagine 'pushing through the floor', do not let the heels come off the ground, squeeze the glutes and always maintain a neutral spine.
- To lower the object, simply reverse the process. Do not get lazy and round your back!

The Squat: Image 4 (below)

- Again just like the hip hinge, the squat requires using the bracing sequence to maintain a neutral spine throughout.
- Stand in front of the object with a slightly wider than shoulder width stance (again a wider stance can be used following the same basic principles). Keep your weight distributed over the centre of your foot.
- Go through the bracing sequence.
- Initiate the squat much like the hip hinge, by the pushing the hips back, loading the hamstrings, however in the squat we sit back and down. Push the knees out to the side and imagine sitting on a low stool.
- In the squat the knees and shins will move further forward and to the side than a hip hinge.
- Only go as far as your mobility allows. Do not compromise form by letting the knees go too far over the toes or letting your heels come up off the ground.

Doing so could cause injury to the knees or force you to lose tension thereby losing a neutral spine.



(Sourced from Sweet Justice Chocolate Factory HSMP)

B) Ladder use

Ladders are so commonly used that they are often taken for granted in the workplace. Unfortunately ladder-related workplace incidents are common because workers frequently fail to apply standard hazard management disciplines and take appropriate safety precautions. With a few basic safety principles, use of portable ladders can easily be made much safer in the workplace.

When is it appropriate to use a ladder?

A ladder should only be used as a means of access or for minor routine work. Ladders are not designed to be used as work platforms; if the task requires extended activity at height, an elevated work platform or scaffolding should be used. Never use a ladder horizontally as a work platform – it's not designed for it.

How do you check that a ladder is in good condition and safe to use?

Make sure the ladder is right for the job you are doing, and never use a damaged ladder. Check the following key safety points:

- **Stiles** (legs / feet) – must not be bent or damaged
- **Rungs or steps** – must not be bent, loose, worn or split
- **Braces between steps and stiles or backframe** – must not be bent, loose or disconnected

- **Locking bars** – must not be damaged or missing
- **Non-slip feet** – must not be worn or missing

How do you set up a ladder safely?

- Always ask whether a ladder is the right equipment for the task – an elevated work platform or scaffolding may be more appropriate for longer tasks.
- Check that the ladder is the right height for the job – it should extend to at least one metre above the step-off point unless other handholds are provided.
- If using a stepladder, never work higher than two steps down from the top of the ladder.

Ladder Safety 1.

- If a step ladder is extended for use as a single ladder, always ensure the locking clips are securely in place so the hinge doesn't bend inadvertently at the joint.
- Ensure the base of the ladder is set up on a firm, level surface or use a secure method to ensure even distribution of weight between the stiles (and backframe if it's a stepladder), then secure in place using a sandbag or block at the base.
- The base of the ladder should be placed at a distance from the horizontal surface equal to $\frac{1}{4}$ the working height of the ladder – a 1:4 ratio horizontal to vertical.
- Secure the top end of the ladder as soon as it is placed.
- If working on a pitched roof, use a purpose-designed roof ladder.

How do you use a ladder safely?

- Use the right ladder for the job and according to manufacturer's recommendations.
- Only one person should be on a ladder at any time.
- Anyone using the ladder should maintain three points of contact (hands and feet) at all times.
- A second person must hold the base of the ladder until someone else can secure the top end.
- Never carry a load that will prevent you from holding or grabbing the rungs with both hands. Use a carry belt or hoist loads up separately.
- Never over-reach, as you could over-balance and fall. As a guide, keep your belt buckle between the lines of the ladder stiles at all times.
- Never hang any tools or other items from the steps or rungs of a ladder – unless it is specifically designed for this purpose.
- Always remove any loose items from steps or rungs before moving the ladder.
- If the ladder encroaches onto a passage, roadway or walkway, place cones or barriers around the base to avoid inadvertent impact that could cause the climber to fall.

- If a ladder is damaged in any way, remove it from service and have it inspected and repaired.

(Sourced from NZ Safety, Legislation summary sheets)

C) Knife/craft knife use

- Always use with due care and an understanding that the blades of these tools are very sharp.
- Cover, fold, or retract blade when not in use.
- Cut away from yourself, keeping hands clear.
- Dispose of used blades responsibly; wrap in several layers of paper before discarding.

D) Tag gun

- Always use with due care and an understanding that the tag needle is very sharp.
- Replace needle cover when not in use.