



MANUAL HANDLING PROCEDURE

Horizon Capital Services is committed to achieving enviable performance in the management of occupational health and safety. The prevention of injuries and illness of all staff within Horizon Capital Services and its clients, contractors and visitors is considered of supreme importance.

Horizon Capital Services uses a three-stage approach to identify, assess and control risks associated with manual handling. The three-stage approach is as follows:

Risk Identification

Analysis of Workplace Injury Records:

- Consultation with Employees
- Direct Observation

Risk Assessment

- Actions and Movements
- Workplace and Workstation Layout
- Working Posture and Position
- Duration and Frequency of Manual Handling
- Locations of Loads and Distances Moved
- Weights and Forces
- Characteristics of Loads and Equipment
- Work Organisation
- Work environment
- Skills and Experience
- Age
- Clothing
- Special Needs



Risk Control

Job Redesign:

- Modify Object
- Modify Workplace Layout
- Different Actions, Movements, Forces
- Rearrange Materials Flow
- Modify Task – Mechanical Assistance
- Modify Task – Team Lifting

Training:

- Specific Training
- Training in the Principles of Correct Manual Handling and Lifting

Other Administrative Control

