

# STANDARD OPERATING PROCEDURE (S.O.P)

## HEAVY LIFTING



## IMPORTANT NOTES

- ✓ PPE available & used
- ✓ Employee has fully read SOP & has been trained & signed off by a Morel Construction trained employee
- ✓ Under no circumstances are unauthorised staff members to lift without reviewing this S.O.P

**DO NOT LIFT IF YOU ARE NOT TRAINED OR FEEL LIKE YOU NEED ADDITIONAL TRAINING.**



**LIFTING CAN BE DANGEROUS IF NOT APPROPRIATELY TRAINED**

**YOU ONLY HAVE ONE BODY – LOOK AFTER IT!**

# HEAVY LIFTING

## PPE REQUIRED

ENSURE ALL PPE MEETS RELEVANT AS/NZS STANDARDS. INSPECT, AND REPLACE PPE AS NEEDED



& If above shoulders



**Rings, watches, jewellery that may become entangled while lifting must not be worn. Long and loose hair must be tied back.**

## PRE-START CHECK

1. Operator to have all PPE as per above requirements
2. Visually inspect load for lifting prior to use.
3. Ensure that the area is safe and clear of hazards
4. Ensure that the other workers on site are aware of your path.
5. Stretch & warm up
6. Team talk:
  - a. What is the lift?
  - b. Share the planned path to make safe
  - c. Discuss the methodology
  - d. Is a lifting aid required?
  - e. Is it a multi person/equipment lift?
  - f. Is there people/vehicles crossing planned path?
  - g. Team stretch
  - h. Don't forget to lift with your knees
  - i. Keep to communicate with lifting team



Date of issue:  
Date next review:

November 2022  
November 2023

# HEAVY LIFTING

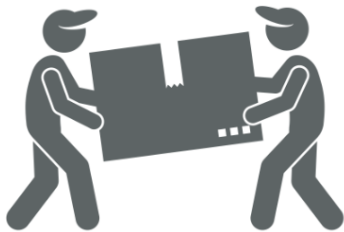
## PROCESS

1. Lift with knees
  - a. You have one body, look after it!
2. Right amount of people
3. Communicate to co-ordinate



## POST OPERATION

1. Communicate with the team, let them know they you have completed the lifting/moving task
2. Do a warm down stretch



## HOUSEKEEPING

1. You only have one body, ensure you do regular stretching



# HEAVY LIFTING

## MAINTENANCE

If you find a fault with this machine or need to perform maintenance on it, you must either 'LOCK OUT/TAG OUT' machine or remove from service and inform your supervisor immediately

## HAZARD MANAGEMENT

### HAZARD / RISK

### CONTROL

Back Strain	➔	Stretch and think about your lifting Technique to suit the lift
Obstacles	➔	Check and clear working paths
Non-communication	➔	Communicate a lift plan
Not enough people	➔	More lifters than less - plan the lift
Weather	➔	Check you have weather that suits the lift
Tight/Restricting clothing	➔	Wear clothing that moves with you/Stretchy shorts

# HEAVY LIFTING

## EMPLOYEE DETAILS

NAME: \_\_\_\_\_



## REVIEWER DETAILS

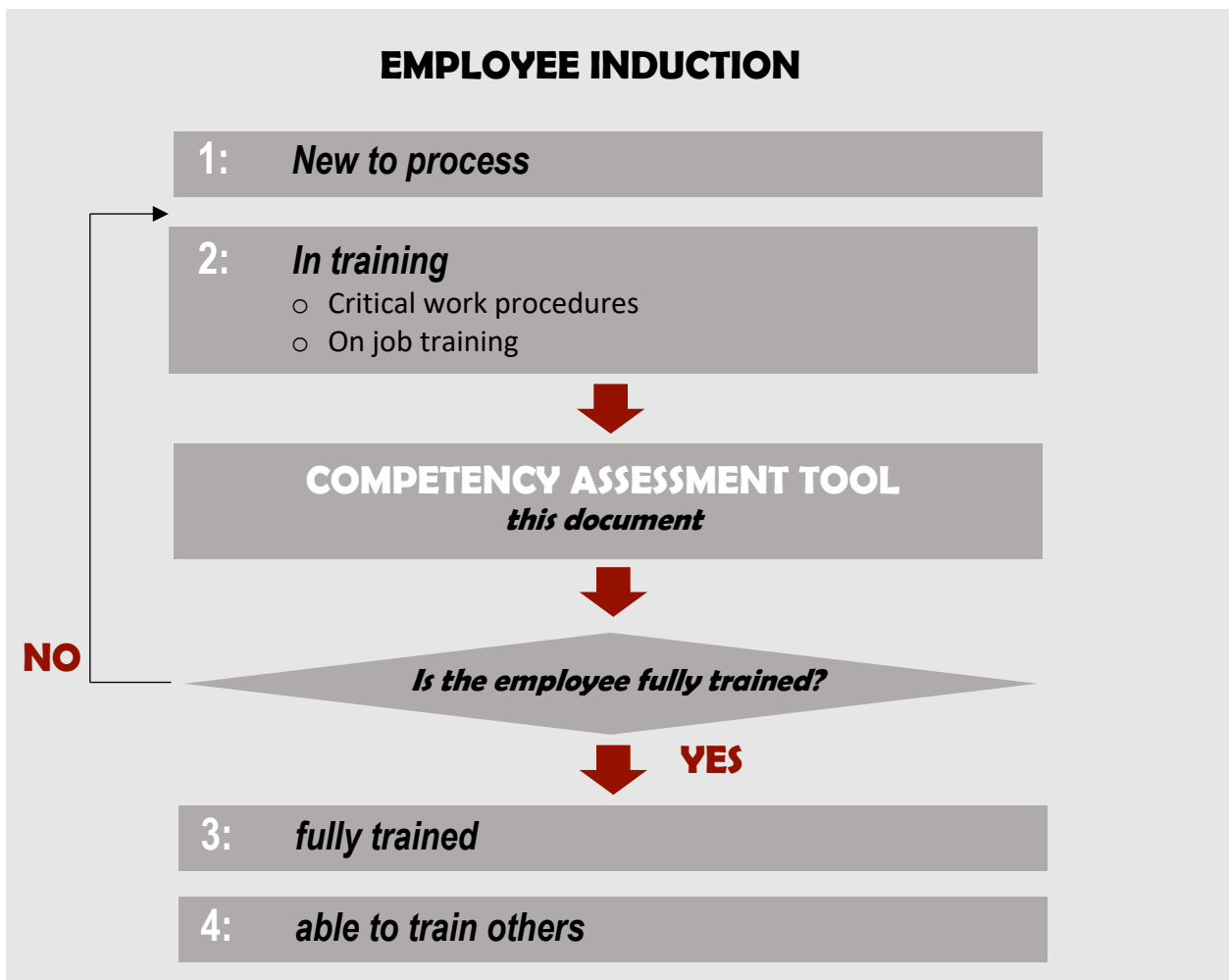
NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

START DATE OF REVIEW: \_\_\_\_\_

## OVERVIEW

### OF TRAINING STATUS RANKING (LULU CHART)



# HEAVY LIFTING

## EVIDENCE REQUIRED

### KEY



**Question** – verbal or written answer



**Observe** – watch trainee complete task



**Documentation** – e.g. licenses

**DATE  
VERIFIED**

**REVIEWER  
INITIALS**

## CRITICAL KNOWLEDGE



Employee states what the appropriate personal protective equipment / clothing is for this task

- Employee to list below:

- 
- 
- 
- 
- 
- 



Employee can name 7 hazards associated with this machine

- Employee to list below:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7

# HEAVY LIFTING

## CRITICAL KNOWLEDGE *CONTINUED*

DATE  
VERIFIED

REVIEWER  
INITIALS

? Can the employee list all controls for flying timber fragments:

- 
- 
- 
- 
- 
- 

## OPERATIONAL REVIEW

FROM SUPERVISOR OR SUITABLY TRAINED PERSON



Employee has carried out a visual check to ensure machine is safe to use



Employee suitably secures timber prior to commencing



Employee is aware of the router bit?

# HEAVY LIFTING

## OPERATIONAL REVIEW *CONTINUED*

DATE  
VERIFIED

REVIEWER  
INITIALS

### FROM SUPERVISOR OR SUITABLY TRAINED PERSON

  Employee demonstrates operation with two hands

  Employee demonstrates knowledge to allow machine stop spinning prior to placing down

  Employee wears/uses appropriate PPE

  Employee demonstrates understanding of lockout procedure

  Employee has carried out the correct start-up sequence

  Good housekeeping observed after operation



# HEAVY LIFTING

## CONFIRMATION

I verify that \_\_\_\_\_ is competent in the above process.

Reviewer signature

Date



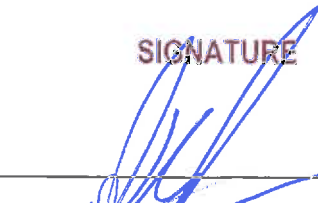
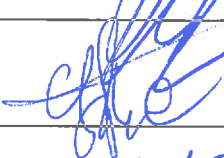
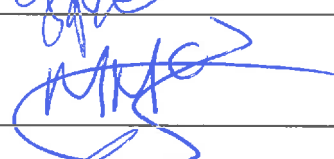



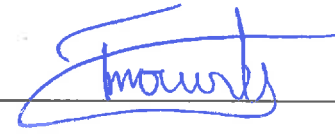
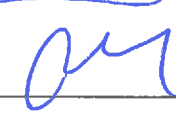

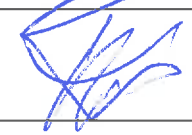
Reference Documents:  
Standard Operating Procedure – NAME OF TOOL

### **NEXT STEP:**

Please file this form in the employee's personnel file and update the Training Register.

# HEAVY LIFTING

## STAFF REVIEWED AND UNDERSTANDING THIS S.O.P

NAME	SIGNATURE	DATE
DAX		2/12/22
Cody		2/12/22
Marty		2/12/22
Paul		2.12.22
Oscar		2.12.22
RIAN		2/12/22
Finn		2/12/22
TODD		2/12/22
Simon		2/12/22
Ra		2/12/22