ProTrainings.uk®

HEALTH AND SAFETY

STUDENT MANUAL

ENDORSED BY Training Qualifications UK Established 2013

Accredited cpd Centre

Contents

ProTrainings Health and Safety Course

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This manual is designed to be used exclusively by students who have completed an online ProTrainings Health and Safety course or a course that has been certified by an ITG or ProTrainings approved instructor. You can validate that your certificate is valid as well as receive a PDF version online from the bottom of www.prohealthandsafety.co.uk.

If you would like to find an approved instructor contact us or check out www.procourses.co.uk to locate a course or instructor near you.

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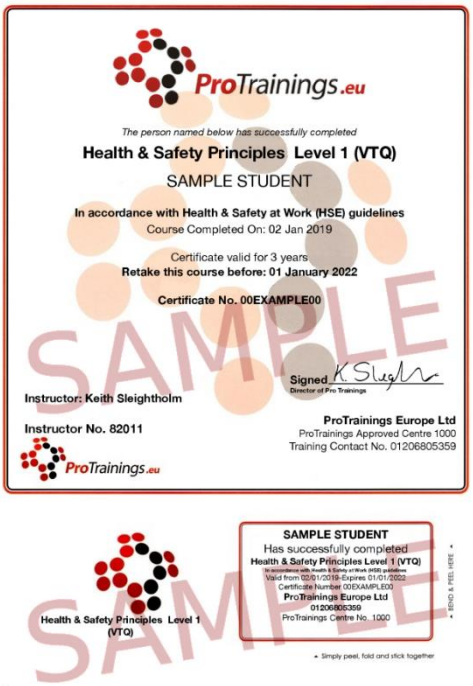
Make sure you register online for the latest updates automatic for online students. Your instructor should have registered you already and if you are doing an online course you will have already received your login details if you have this book. Any problems with login or your certificate email or call us.



This course covers general Health and Safety recommendations laid down but you MUST check your workplace protocols and practices. Every business conducts its own risk assessments. If in doubt, ask your manager/employer to find out what the exact rules are in your place of work.

Course Description

Our ProTrainings Health and Safety Course is based on the Principles of Health and Safety and will enable students to understand the key Health and Safety issues that can arise in the workplace.

There are many skills to learn with Health and Safety but most of them are common sense and being careful and considerate at work. The most common cause of 'accidental' injury at work is poor manual handling. One in three accidents are as a direct result of poor manual handling. Every year 300,000 people are forced to endure the agony of back pain as a result of a manual-handling incident.

This course will look at the principles that should be adopted in order to ensure safe working practices but you may also need to complete a full course in Manual Handling which can be done online at www.prohealthsafety.co.uk or with a ProTrainings approved instructor.

The Problem

More than a third of all over-three-day injuries reported each year to HSE and local authorities are caused by manual handling – the transporting or supporting of loads by hand or by bodily force. Other accidents are caused by Health and Safety issues with machinery, bad policies and lack of care.

The most recent survey of self-reported work-related illness estimated that in 2001/02, 1.1 million people in Great Britain suffered from musculoskeletal disorders (MSDs) caused or made worse by their current or past work. An estimated 12.3 million working days were lost due to these work-related MSDs. On average each sufferer took about 20 days off in that 12-month period.

Manual handling injuries can occur wherever people are at work – on farms and building sites, in factories, offices, warehouses, hospitals, banks, laboratories, and while making deliveries. Heavy manual labour, awkward postures, manual materials handling, and previous or existing injury are all risk factors implicated in the development of MSDs.

More information and advice on MSDs is available on the HSE website, including advice on managing back pain at work.

Prevention and control of MSDs, such as manual handling injuries, has been identified as a priority by the Health and Safety Commission. Taking the action described in this booklet will help prevent these injuries and is likely to be cost-effective. However, you cannot prevent all MSDs, so it is still essential to encourage early reporting of symptoms and make arrangements for the proper treatment and rehabilitation of anybody who does get injured.

Legislation

Is the act that lays down general principles for the management of Health and Safety at work, enabling the creation of specific requirements through regulations enacted as Statutory Instruments or through codes of practice. For example, the Control of Substances Hazardous to Health Regulations 2002 (COSHH), the Management of Health and Safety at Work Regulations 1999, the Personal Protective Equipment (PPE) at Work Regulations 1992.

Manual Handling Operations (MHOR) Regulations (1999)

Under the Manual Handling Operations Regulations 1992 (as amended in 2002) employers are specifically required to consider the risks from manual handling and the Health and Safety of their employees. The duties imposed on employers are to:

What are employers required to do

- Avoid the need for hazardous manual handling;
- Assess the risk of injury from any hazardous manual handling that can't be avoided;
- Reduce the risk of injury from any hazardous manual handling so far as is reasonably practicable.

What are employees required to do

- Employees are required to follow appropriate systems of work laid down for their safety.
- Employees are required to make proper use of equipment provided for their safety.
- Employees are required to co-operate with their managers on health and safety matters.
- Managers should ensure that all manual handling activities are identified. If any of those activities are unnecessary and can be avoided then they must be avoided.

Handling operations should be examined with a view to automation or mechanisation e.g. by the introduction of hoists, lift trucks etc., so far as is reasonably practicable. (Hazards associated with these devices should also be considered).

Take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions including reporting to the appropriate line manager any:

- Medical condition (temporary or permanent) that may develop (including pregnancy) which may affect their ability to carry out moving and handling tasks.
- Problems or unsafe practice that (within their level of competence) they consider to be a risk to health and safety including any equipment faults.
- Cooperate with the employer to allow him to comply with his health and safety duties; Use equipment appropriately in accordance with training and instructions provided.

If manual handling operations cannot be avoided then managers must ensure that there is an assessment of the risk from injury from any hazardous manual handling activity.

The manager is responsible to ensure that appropriate control measures are introduced to reduce any identified risks; and to monitor the effectiveness of those control measures. Managers must ensure that staff required to carry out manual handling activities have been given appropriate training.

Lifting Operations and Lifting Equipment Regulations (LOLER) 1998

All lifting operations are 'Risk Assessed' Safe Working Load - SWL's.

The status of all equipment to be known by all people using it and all who may be affected by it. The status is to be clearly identified.

All checks are to be done by a competent person. Only trained people allowed in areas where lifting equipment is used. The equipment in use is only to be made of material suitable for the conditions under which it is to be used.

Provision and Use of Work Equipment Regulations 1998 (PUWER)

You must ensure that the work equipment you provide meets the requirements of PUWER. In doing so you should ensure that it is:

- Suitable for use, and for the purpose and conditions in which it is used;
- Maintained in a safe condition for use so that people's health and safety is not at risk.

- Any inspection should be carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.

You should also ensure that risks created by the use of the equipment are eliminated where possible or controlled by:

Taking appropriate 'hardware' measures, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment.

You need to ensure that people using work equipment have received adequate training, instruction and information for the particular equipment.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR'95)

For most businesses a reportable accident, dangerous occurrence or case of disease is a comparatively rare event. However, employers, self-employed or persons in control of work premises should be aware that they still have duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR'95).

Enforcement of Health & Safety

The HSE have legal powers to visit and gain access to a business as well as take the action necessary to ensure they can check the whole workplace. They will need access to the records being kept as well as the business site. The law allows criminal action to be taken; this would be done in a court, and the action would be by the state.

Civil action allows someone to take action for negligence to allow a claim for compensation. The HSE or other local enforcement agencies can enforce in various ways. An improvement notice gives time to improve the problem by taking corrective action. Prohibition notices are served on an employer or person where there is a serious risk or personal injury or death. These can close down a machine or business until the correct action has been taken.

Health & Safety at Work Act 1974

The Health and Safety at Work Act 1974, also referred to as HASAW or HSW, is the primary piece of legislation covering occupational health and safety in the United Kingdom. The Health and Safety Executive is responsible for enforcing the Act and a number of other Acts and Statutory Instruments relevant to the working environment.

The Act sets out the general duties which employers have towards employees and members of the public, and employees have to themselves and to each other.

These duties are qualified in the Act by the principle of *'so far as is reasonably practicable'*. In other words, an employer does not have to take measures to avoid or reduce the risk if they are technically impossible or if the time, trouble or cost of the measures would be grossly disproportionate to the risk.

What the law requires here is what good management and common sense would lead employers to do anyway: that is, to look at what the risks are and take sensible measures to tackle them.

The Management of Health and Safety at Work Regulations 1999 *(the Management Regulations)* generally make more explicit what employers are required to do to manage health and safety under the Health and Safety at Work Act. Like the Act, they apply to every work activity.

The main requirement on employers is to carry out a *risk assessment*. Employers with five or more employees need to record the significant findings of the risk assessment.

Risk assessment should be straightforward in a simple workplace such as a typical office. It should only be complicated if it deals with serious hazards such as those on a nuclear power station, a chemical plant, laboratory or an oil rig.

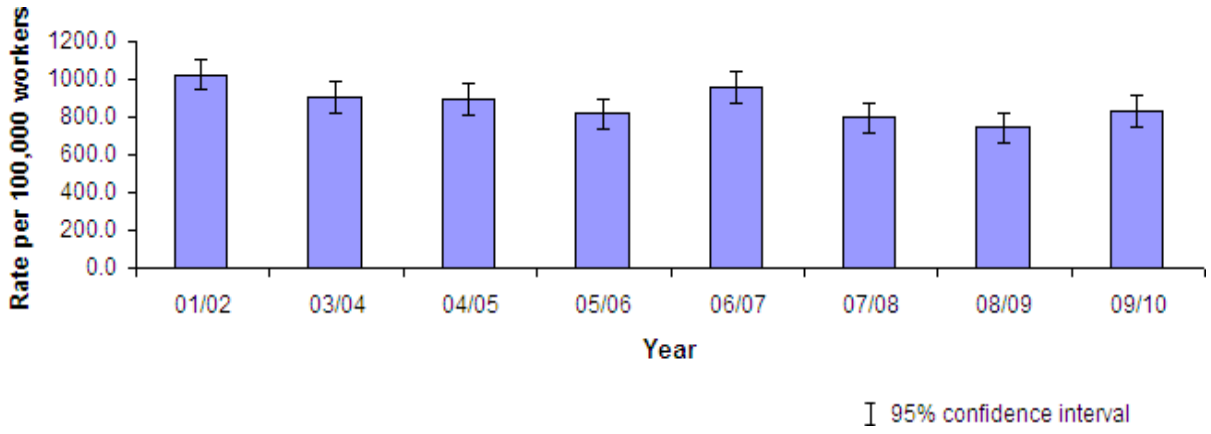
COSHH – Control of Substances Hazardous to Health

Any substance that could harm an individual is controlled by this regulation. The handling of chemicals can be one of the most dangerous hazards found in the workplace. You can be harmed by ingesting, breathing fumes, being burnt by them, or the chemical being absorbed through your skin. Some chemicals can cause illnesses like cancer or lung damage.
Chemicals can overpower you very quickly.

The COSHH regulations ensure that employers take this risk seriously and ensure that the appropriate action is taken with any chemical. Chemicals have a warning sign and data sheet to say what to do to prevent any problems, what to do if something happens, and what protective equipment needs to be used. Correct training with chemicals and PPE is vital to ensure safety. You have to keep them safely, ideally in correctly marked, locked storage cupboards.

Musculoskeletal Statistics

The LFS shows that an estimated 3.3 million working days (full-day equivalent) were lost in 2009/10 through musculoskeletal disorders mainly affecting the back caused or made worse by work. The number of days lost per worker was of a similar order to those in 2004/05–2008/09, but statistically significantly lower than those in the earlier years.



Risk Assessment

Risk assessment is the process of assessing the degree of risk. This is something that is done on an informal basis throughout the day, for example, before crossing the road. It involves weighing up the benefits versus the degree of risk and deciding if the risk is acceptable or not. It could be said that this decision has been reached as a result of an informal risk assessment. A formal risk assessment involves using a form to document the procedures necessary for a sector, the safest methods to be used and any equipment necessary. Some risk assessment forms are more detailed and may look at four different areas: the task, the working environment, the user and individual capability.

The form helps the business to identify the cause of any unacceptable risks and, as a result, helps them to identify possible solutions. Some forms also document the benefits of the task. There is not one standard form to use; each employer may produce their own.

The purpose of the risk assessment is to guide the user so that specific difficulties and risks can be identified. Once the risks have been identified a decision can then be made about how they can be reduced and whether or not it is safe for the procedure to be carried out.

The aim is for the benefits to outweigh the risks and for the risks to be reduced to an acceptable level.

The risk assessment should consider the elements of T.I.L.E. (Task, Individual, Load and the Environment):

The Task – what does the job involve?
The Individual – who is doing the job and what are their capabilities?
The Load – what is being handled?
The Environment – where is the job being done?

The 5 Steps of a Risk Assessment

In the Management of Health and Safety Regulations 1999, the importance of ensuring that the correct risk assessments are carried out is outlined. The steps for assessing risks are:

- Identify the hazard
- Who may be harmed
- Evaluate the risk and look at existing precautions
- Record your findings
- Review and revise as needed

Employee & Employer Responsibilities

The Health and Safety at Work Act, 1974

Imposes a duty on the employee to ensure that they:

- Take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions including reporting to the appropriate line manager any.
- Medical condition (temporary or permanent) that may develop (including pregnancy) which may affect their ability to carry out moving and handling tasks.
- Problems or unsafe practice that (within their level of competence) they consider to be a risk to health and safety including any equipment faults.
- Cooperate with the employer to allow him to comply with his health and safety duties; Use equipment appropriately in accordance with training and instructions provided.

The Manual Handling Operations Regulations, 1992 require the employee to:

Use the 'safe systems' of work (moving and handling procedures) put into place by the employer. Because employees can take daily tasks for granted, they may cause extra risks without knowing.

Examples include:
Rushing around, ignoring notices or procedures, newly employed so lacking in experience, not fully aware of surrounding, lack of awareness and over confidence.

The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations, 1995

Require the employee to:

REPORT to the employer.

- Any accident at work as soon as possible.
- Any potentially dangerous aspects of your job, e.g. unsafe flooring, inadequate lighting.
- RECORD accidents and 'near misses'.

When an accident happens

- Seek help and assistance; if necessary, call the emergency services. Do not move them.
- If you are a First Aider, provide assistance. (Trained First aiders Only)

Make sure the patient stays warm until assistance arrives. A blanket could be used to keep them warm.

Keep calm and talk to the patient even if they are not conscious. Your voice is reassuring for someone and can help their recovery.

Take care of blood and body fluids as these can cause a potential infection issue. Always wear gloves when dealing with anyone and always follow your workplace policies and procedures for dealing with an emergency.

Personal Protective Equipment (PPE)

For more information on personal protective equipment, see the Personal Protective Equipment (PPE) at Work Regulations 1992. Employers must provide the appropriate PPE, and the employees must use it by law. There are many types of PPE, and you must ensure PPE is fit to use and well maintained.

There are different types of PPE and you to make sure it is the right size for you and that you use it. It is your responsibility to use PPE where supplied.

Ask your employer about what you need to wear and if you think there is some way that you should be protected then tell your employer so they can do something about it.

Ways you can get hurt

There are many machines in the workplace and many ways in which we can get hurt. Every time you use a piece of equipment, you must carry out a mini risk assessment to ensure you stay safe. Even if you use a machine every day, you are at risk of entanglement (hair, clothing, etc.), equipment breaking or throwing an item at you, being trapped by the machine, having a body part amputated, or being burned or injured by direct contact with an item.

Vibration can also cause harm either as long term or short term and part or full body exposure. Exposure time and / or intensity needs to be reduced. About 5 million workers are at risk of vibration and can be at risk of illness or conditions like vibration white finger and carpal tunnel syndrome. Noise is also a high-risk problem in the workplace. The correct use of ear protection is vital, and PPE must be worn in all risk areas.

A good way of reducing risk is to receive training, and this course as well as other specific courses will ensure that you have the necessary skills and understanding to avoid you or a co-worker being injured.

Electrical Injuries

In the UK, the HSE records show that 25 people die and 1000 people are injured through electrical incidents every year.
People can be injured by direct contact with electricity or when electricity causes fire or explosion.

You need to be aware at all times with anything electrical by monitoring the insulation and maintenance of the item. Items should be double insulated and regularly PAT tested. If there are any problems, these should be reported. Any maintenance must be carried out by a competent person and recorded where appropriate.

Slips, Trips and Falls

There are many smaller accidents that can happen in the workplace. A lot of these accidents are preventable with a bit of basic care. These accidents can cause businesses a lot of money each year.

The following are some types of smaller accidents that can occur:

Slips: This often involves wet floors. You need to put a warning sign out to warn people that the floor is wet so they can take extra care. Water can be hard to see on the floor.

Trips: These can be trip hazards, such as electric cables or things lying around. Cables are often raised and not lying flat on the floor. This can cause a person to trip of it. Also, if the cable becomes unplugged upon tripping, there is a risk of electrocution. Any cables that need to be stepped over should be placed in rubber strips.
Objects or cables should be kept tidy and as out of the way as possible to avoid trip hazards that could cause injury. Be cautious when storing large objects such as tables, also. Avoid carelessness when storing.

Falls: These can occur when a person falls over, falls off a curb, or falls down stairs.
These can range from minor to more serious. You should look where you are going and hold onto the bannister when going down stairs. Be careful of loose carpet and do not leave any object such as a bag, box, or purse on stairs.

Serious spinal injury or head injury can occur when falling or tripping down stairs. Make sure to keep bannisters and stairs clean, clear, dry, and free from hazards. Also, be sure to help anyone down stairs who needs help.

Do not cut corners, whatever time pressures you are under. The time you let your guard down, is the time you have an accident!

Workstation and VDU Safety

It is important to keep yourself safe at your desk, as there are many ways of causing problems with your health.
Correct positioning and adjustment of your chair as well as computer monitor are important. There are many aids that can help you like wrist supports and better workstation layout.

Be careful not to lean to get files, as this can put a lot of pressure and strain on your body. If you start to get any problems with your health like back or neck pain, wrist pain, eye strain or headaches, to name a few, check your workstation layout and ask your manager for assistance
in making your working environment safer and more comfortable.

Working at Heights

You can be injured easily if working at a height, as you can fall or slip and then damage your back and other bones. Special precautions are needed with anyone who works at a height. This can include training and special PPE including harnesses and safety lines. These in themselves can also cause harm as if they are not used correctly, suspension shock can result when someone is stuck in a harness.

In the average workplace, working at height is often restricted to short ladders and moveable platforms. It should first be asked if the person is capable of working at a height or if the need be replaced by better housekeeping.

The use of ladders must be done within the workplace policies, and the correct anti-slip precautions and other measures must be taken. It is often that you are not allowed to use ladders alone or without extra practical training.

Fire Safety

The Law

The Regulatory Reform (Fire Safety) Order 2005 is a comprehensive document to make workplaces carry out a comprehensive assessment to identify hazards and to determine control measures to reduce the risks to an acceptable level.

The fire service can make inspection visits to make sure companies and buildings comply with this order.

There is a responsible person must take control and ensure that suitable measures are in place to reduce risk and plan on the actions to be taken if a fire does break out. Failure of compliance to the law can result in the premise being closed down, fines or even prison sentence.

Recognising the Dangers involved with Fire & Smoke

People get injured in many ways, often people do not respect fire and assume that they will be unaffected.

Most of us have at some time been near a bonfire and will know that when the wind changes direction and smoke blows towards you, you close your eyes as the smoke is an irritant. Smoke in your eyes makes them water and your vision blurred, you can easily become disorientated.

In an enclosed situation involving fire, this situation is far worse, and you are seriously at risk, you could easily become a victim of smoke and get disoriented which could cause you to become lost, even in a familiar environment, which could affect your ability to make your way out to safety.

As the smoke gets into your lungs your respiration is affected and you could soon become unconscious.

The Fire Triangle

The components needed to create a fire are Oxygen, Heat and Fuel. When you can remove one part the fire cannot spread.

OXYGEN - can be in the air, chemicals such as fertilizer or bleach produce oxygen. Keeping doors and windows closed helps cut down on the amount of oxygen that will feed fire.

HEAT - machines, heat from processes like cooking, naked flames, matches and heaters

FUEL - paper, flammable liquids, gases, solvents, coal, wood, plastic

Fires can be prevented by removing or reducing one of these sources. Fire can be caused by many things such as:

- Arson
- Electrical
- Poor house keeping
- Smoking
- Chemical reaction

Fire Extinguishers

There are a few types of extinguishers and they need to be maintained and checked regularly and tested annually. Before you fight a fire, you must ensure safety, and only use them if it is safe to do so. It's usually best to leave it to the professionals.

In kitchens be very careful of putting water on a fire as it turns to steam and expands 1700 to 1 which adds more oxygen to the fire and steam is now another burn risk.
Fire blankets also can be used to control a fire, but only if trained to use them.

Types of extinguishers include:

- WATER
- FOAM
- DRY POWDER
- CO2
- WET CHEMICAL

There are special rules for the placement of extinguishers. No one should travel more than 30 m to find them, and they are mounted in pairs on the wall. Care has to be taken to keep them clean and protected.

Good House Keeping

You can help to prevent fires from starting and spreading by ensuring that you regularly clear dustbins and by ensuring that rubbish is not stored near fire exits or heat sources. All electrical equipment should be tested and declared safe. Always make sure that there is someone in the kitchen when cooking, so that pans or grills are not left unattended.

Complete and create proper fire risk assessments and policies and make sure everyone understands
them. Store chemicals correctly so that there are no risks of leaks to avoid mixing of chemicals that could start or fuel a fire. Make sure you choose the right firefighting equipment and make sure it is maintained.

Evacuating in and Emergency

The procedures for each building are different. You need to follow the procedures for your place of work but the basics are to leave personal items behind as these may impede your exit. Respond to the alarm but always be aware that your best exit may not be the closest one as the fire could be blocking your exit. Walk in a calm manner and be observant. On exiting the building go straight to your nominated assembly point, so that you can all be accounted for.

Make sure you notify the designated person of anything you think may be a concern and of any missing persons, who they are, and where were they last seen. Stay at your assembly point until directed that you can return by the fire service or designated person.

Make sure you find out your evacuating plans in your workplace.

Formal Fire Risk Assessment

There is a legal need to carry out regular risk assessments and identify hazards and reduce the risk. We need to look at problems and solutions.

- Hazard from smoking - therefore a no smoking policy
- Electrical fires - PAT testing (portable electrical equipment)
- Flammable liquid fires - store correctly
- Refuge fire - keep rubbish tidy
- Gas fires - keep ignition sources away and observe a regularthorough maintenance policy
- Many hazards are reduced with building design.

Warning Signs

Safety signs are there to give information and divided into groups.

Prohibition

Black symbol on a white background, inside a red circle with a red-cross bar:

- To convey prohibited actions
- To reduce the risk of fire
- To prevent personal injury.

Mandatory

Blue signs tell you that you must do like or confirm emergency procedures:

- Wear head protection
- Wear eye protection
- Wear ear protection
- Keep clear
- Sound horn
- Keep fire door closed.

Fire Equipment

Square or oblong sign with a White symbol or symbol and text on a red background:

- To indicate the location of fire equipment
- To comply with the fire precautions regulations, which require any non-automatic firefighting equipment to be indicated by a sign

Warning

Triangular. Black symbol or symbol and text on a yellow background surrounded by a black triangular band:

- To warn staff and public of the potential dangers in and around the workplace.

Safe Procedures

Square or oblong with a White symbol or symbol and text on a green background:

- Show's the way to medical assistance
- Directs the way to an area of safety
- Indicates that a course of action is safe to take.

Guidelines in Manual Handling

There is no such thing as a safe load so make sure you know what you are lifting. Use correct lifting techniques to move all loads. Have a look at the HSE guidance and your workplace rules at your business. Good advice is to PLAN then the load, PREPARE yourself, make sure your POSTURE is correct and then PROCEDE with the move.

We need to make sure we always move correctly. We want not only to avoid hurting ourselves but we also want to avoid hurting others. Keep close, bend down, back straight, chin up and lift the load. Make sure the load is secure at all times. Look at simper ways of moving a load, maybe break it down into smaller loads. Take careon steps or slopes and always follow your workplace rules.

The manager has special duties and employees need to be aware of their guidance. Managers need to lead by example and make sure all staff are trained and keep a watch on them to avoid accidents. Record all assessing and remember assessing never ends. Be aware of any medical conditions that staff may have.

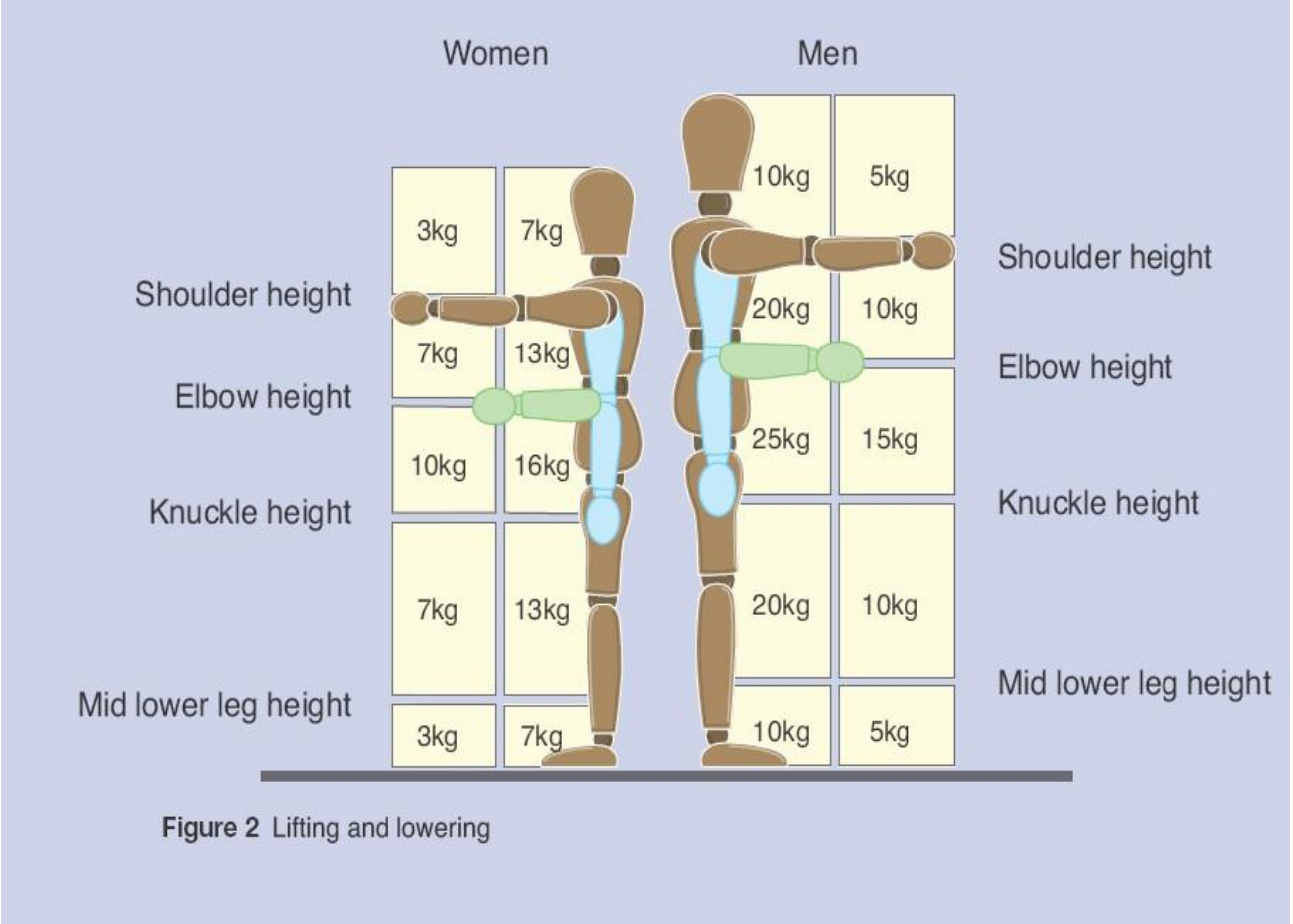


Figure 2 Lifting and lowering

Different types of Manual Handling

Single Person Lift

Lifting items on your own you have to be very careful. First ask yourself, do I need help? Can I lift this safely? Do a mini risk assessment every time you lift something to ensure that you stay safe and within your personal limits.

Two Person Lift

If moving a load with another person, first talk about what you are going to do and decide who will be in charge of the move. Decide what command the lift will happen (ready, steady lift or after 1-2-3). Make sure you know how heavy the load is and remember that.

Moving Unusual Shaped Objects

There are many objects that you move and they are not standard shapes so you need to take care. Be careful of wet cardboard as this can give way, and take care of a load that is heavy on one side. Find out as much as you can about the object and decide how to move it.

Pushing and Pulling a Load

When you assess a load, you may find that it has wheels or that it will slide across the floor. Take care on slopes as it is hard to stop a load on a slope. Try to get help when moving loads. It is better to, where possible, push a load rather than pull it to reduce the load on your body. Do not get your feet caught under a load.

As a rough guide the amount of force that needs to be applied to move a load over a flat, level surface using a well-maintained handling aid is at least 2% of the load weight. For example, if the load weight is 400 kg, then the force needed to move the load is 8 kg. The force needed will be larger, perhaps a lot larger, if conditions are not perfect (e.g. wheels not in the right position or a device that is poorly maintained). The operator should try to push rather than pull when moving a load, provided they can see over it and control steering and stopping.

Employees should enlist help from another worker whenever necessary if they have to negotiate a slope or ramp, as pushing and pulling forces can be very high. For example, if a load of 400 kg is moved up a slope of 1 in 12 (about 5o), the required force is over 30 kg even in ideal conditions – good wheels and a smooth slope. This is above the guideline weight for men and well above the guideline weight for women. Stand well away from the load and go no faster than walking speed.

Uneven surfaces

Moving an object over soft or uneven surfaces requires higher forces. On an uneven surface, the force needed to start the load moving could increase to 10% of the load weight, although this might be offset to some extent by using larger wheels. Soft ground may be even worse.

Stance and pace

To make it easier to push or pull, employees should keep their feet well away from the load and go no faster than walking speed. This will stop them becoming too tired too quickly.

Safer Manual Handling Equipment (not moving people)

The best way of moving a load is to make the move is as easy as possible, and this can be done by the use of a lifting aid. There are many different aids available, and we will go through these individually, but make sure you are allowed in your workplace to use them.

Also make sure that it is maintained to the manufacturer's specification. You need to read instructions for use and make sure you are trained in its correct use. Take extreme care on slopes as it will be more difficult to control and stop the load.

Motorised Lifting Aids and Forklift Trucks

The use of fork lift trucks and other motorized machines should not be used unless the user has a special license. Although a forklift truck could be the easiest way of moving a load, untrained and unlicensed operators cannot use them. If you think something needs moving with a mechanical lifting aid then consult with your manager or employer to find out who can use the machine. Fork lift trucks can cause fatal injuries so be careful when around one that is working. You will need to find out who can use motorized lifting aids in your place of work.

Conveyor Belts

The use of conveyor belts is an easy way of moving a load, and they are often built into manufacturing systems. They can be basic roller types, motorized belts, or more complex systems. Take care to follow the instructions, and do not get any clothing caught. Be aware of the emergency stop buttons.

Pallet Trucks

When you need to move a pallet, the use of a truck is the best method. You need to make sure you are allowed to use the pallet truck and make sure that it is maintained to the manufacturer's specification. You need to read instructions for use and make sure you are trained in its correct use. Take care that you lift the pallet centrally, have room to move it, and lower it without trapping anything under the pallet. Take extreme care on slopes as it will be more difficult to control and stop the load.

Sack Trucks

When you need to move a sack, boxes, or other items, the use of a truck is the best method. It supports the bottom of the load, and then you lean it into the truck. You need to make sure you are allowed to use the sack truck and make sure that it is maintained to the manufacturer's specification. You need to read instructions for use and make sure you are trained in its correct use. Take care that you lift centrally, have room to move it, and lower it without trapping anything under the load. Take extreme care on slopes as it will be more difficult to control and stop the load.

Trolleys

Trolleys are useful to move a wide variety of loads. You need to make sure you are allowed to use the trolley and make sure that it is maintained to the manufacturer's specification. You need to read instructions for use and make sure you are trained in its correct use. Make sure the load is secure and use the brakes or blocks to ensure it does not roll while you are loading or unloading. Take extreme care on slopes as it will be more difficult to control and stop the load.

Summary

If you completed our online course you will be able to download and print your completion certificate online as soon as you have passed the test. If you completed a classroom course you will receive in the post after the course a ProTrainings wall certificate and wallet card like the below image. Both versions you can print your Certified CPD certificate online.

If you require any further assistance or would like information on this or any ProTrainings course, email support@protrainings.uk or call 01206 805359.

Useful Websites

ProTrainings Europe Limited	www.ProTrainings.uk
The General Dental Council	www.gdc-uk.org
Health and Safety Executive	www.hse.gov.uk
The Resuscitation Council (UK)	www.resus.org.uk
Skills for Health	www.skillsforhealth.org.uk
Office of Qualifications and Examinations Regulation	www.ofqual.gov.uk
Ofsted	www.gov.uk/ofsted
Skills for Care	www.skillsforcare.org.uk
The CPD Standards Office	www.cpdstandards.com
QMS International	www.qmsuk.com
TQUK	www.tquk.org/
FutureQuals	www.futurequals.com/

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