

NMT Crane Hire Limited Material Handling Policy

1. Purpose

The purpose of this policy is to ensure the safe and efficient handling, movement, and storage of materials within NMT Crane Hire Limited. The policy aims to protect employees from injury, ensure compliance with health and safety regulations, and promote the efficient use of resources.

2. Scope

This policy applies to all employees and contractors involved in the handling, storing, or transporting materials at any site owned or operated by NMT Crane Hire Limited.

3. General Responsibilities

- **Management** is responsible for ensuring that this policy is implemented, and for providing the necessary resources, training, and equipment to support safe material handling practices.
- **Supervisors** are responsible for enforcing this policy, conducting risk assessments, and ensuring that materials are handled safely and efficiently.
- **Employees** must follow the material handling procedures outlined in this policy, use the required personal protective equipment (PPE), and report any hazards or incidents immediately.

4. Material Handling Procedures

– Handling and Lifting:

Employees should avoid manual handling where possible. When manual handling is required, proper lifting techniques must be used:

- Keep the back straight and bend at the knees.
- Lift using the legs, not the back.
- Do not twist the body while lifting or carrying materials.
- If the load is too heavy, request assistance or use mechanical lifting equipment.

– Use of Equipment:

Appropriate lifting and material handling equipment (e.g., forklifts, pallet trucks, conveyors, cranes) must be used whenever possible to reduce the need for manual handling.

- Only trained and authorised personnel may operate lifting machinery.
- All equipment must be inspected regularly for safety and functionality.

– Storage:

Materials should be stored in a manner that prevents accidents, allows easy access, and avoids damage. High-risk materials should be stored separately, and the storage area should be well-organised and clearly marked.

- Heavy items should be stored at waist height where possible to reduce the need for bending.
- Racking systems should be regularly inspected and maintained.

– Stacking:

Materials should be stacked in a stable manner to prevent shifting, tipping, or falling. Pallet loads should be securely wrapped, and stacks should not exceed safe height limits.

- Ensure that stacks do not block emergency exits, walkways, or access to fire-fighting equipment.

5. Health and Safety

– Personal Protective Equipment (PPE):

Employees must wear the appropriate PPE for material handling tasks. This includes, but is not limited to:

- Steel-toe boots
- High-visibility vests
- Gloves (appropriate for the type of material handled)
- Safety helmets (where applicable)
- Eye and face protection (when required)

– Ergonomics:

Employees should be trained in ergonomics to reduce the risk of strain injuries. This includes maintaining good posture, using adjustable workstations, and taking regular breaks during repetitive tasks.

– Hazardous Materials:

Special handling procedures must be followed for hazardous materials, including chemicals, flammable items, or sharp objects. Specific training and documentation (e.g., Safety Data Sheets) must be available for hazardous substances.

– Spills and Accidents:

In the event of a material spill or accident, employees should immediately:

- Follow emergency response procedures.
- Report the incident to their supervisor.
- Clean up spills according to the company's spill control procedures, using the correct spill kit and materials.

6. Training and Competence

– All employees involved in material handling must undergo initial training covering:

- Safe manual handling techniques.

- Safe use of material handling equipment (e.g., forklifts, pallet jacks).
- Proper storage and stacking techniques.
- Health and safety policies.

- Employees must also receive refresher training at regular intervals or whenever there is a change in equipment or procedures.

7. Risk Assessments and Safe Working Procedures

- Risk assessments must be conducted before any material handling task is undertaken. These assessments should identify potential hazards, control measures, and any need for additional PPE or training.
- A safe working procedure (SWP) should be developed for all high-risk material handling tasks, including the use of machinery, lifting heavy items, or handling hazardous materials.

8. Incident Reporting and Investigation

- Any accidents, near misses, or unsafe practices must be reported immediately to a supervisor or manager.
- Incidents will be investigated to determine the cause and to implement corrective actions where necessary to prevent recurrence.
- An incident log should be maintained to track and review all accidents and near-misses.

9. Compliance with Legal Requirements

- This policy complies with the **Health and Safety at Work Act 1974, Manual Handling Operations Regulations 1992, Provision and Use of Work Equipment Regulations 1998 (PUWER)**, and any other applicable UK health and safety legislation.
- The company will review this policy periodically and update it in line with changes in legislation or operational needs.

10. Monitoring and Review

- This policy will be reviewed annually to ensure its effectiveness.
- Regular audits will be conducted to ensure that material handling practices comply with this policy.
- Employee feedback will be actively sought to identify potential improvements in handling procedures.

11. Conclusion

The safety of our employees is of paramount importance, and NMT Crane Hire Limited is committed to maintaining high standards in material handling practices. All employees are expected to contribute to a safe working environment by following the guidelines outlined in this policy.

Signed: *G White*

Director on behalf of NMT Crane Hire Ltd.

Date Approved:
09.12.2024

Next Review Date:
09.12.2025