

# NMT Crane hire Limited Manual Handling Policy

## 1. Policy Statement

At NMT Crane Hire Limited, we are committed to ensuring the health, safety, and well-being of our employees and contractors. The purpose of this policy is to establish a framework for safe manual handling practices and to comply with the Manual Handling Operations Regulations 1992 (as amended). This policy is designed to reduce the risk of injury associated with manual handling tasks in the workplace.

## 2. Scope

This policy applies to all employees, contractors, and temporary staff at NMT who may be required to perform manual handling tasks as part of their work.

Manual handling refers to any task involving the lifting, carrying, pushing, pulling, or lowering of loads by hand or bodily force.

## 3. Responsibilities

### a. Employer Responsibilities

- To provide a safe working environment by minimizing manual handling risks.
- To carry out risk assessments for all manual handling tasks.
- To ensure staff are provided with appropriate training and equipment to safely perform manual handling tasks.
- To review and update this policy regularly and ensure compliance with all relevant regulations.

### b. Employee Responsibilities

- To follow all training and instructions regarding safe manual handling.
- To report any unsafe manual handling tasks or equipment issues to a supervisor or manager.
- To take care of their own health and safety and that of others when performing manual handling tasks.

## 4. Risk Assessment

A manual handling risk assessment will be conducted for all tasks involving manual handling to identify potential hazards and assess the risk of injury. The assessment will take into consideration the following factors:

- The weight, size, and shape of the load.
- The physical demands of the task.
- The posture required for the task.
- The environment in which the task is being performed (e.g., space constraints, floor conditions).
- The capability of the individual performing the task.

Where risks are identified, the employer will implement control measures to reduce or eliminate them, which may include:

- Redesigning tasks to avoid manual handling where possible.
- Providing mechanical aids such as trolleys, lifts, or conveyors.
- Organising workloads to ensure tasks are not carried out inappropriately or excessively.

## 5. Manual Handling Training

All employees who perform manual handling tasks must undergo training. The training will cover:

- The principles of safe manual handling (e.g., using the legs, not the back, when lifting).
- Correct techniques for lifting, carrying, pushing, pulling, and lowering objects.
- The identification of potential hazards and how to mitigate risks.
- How to report manual handling issues or accidents.

Refresher training will be provided on a regular basis, or whenever there is a change in the work process or equipment used.

## 6. Control Measures

To minimise the risk of injury, NMT Crane Hire limited will implement the following control measures:

### – Mechanical Aids:

Where feasible, employees should use mechanical aids (e.g., trolleys, hoists, or conveyors) to lift, move, or support heavy objects.

### – Team Lifting:

If mechanical aids are not available, or if the load is particularly large or awkward, team lifting should be used to share the load between two or more employees.

### – Ergonomics:

Tasks should be designed to minimise awkward postures. Where possible, loads should be kept close to the body, and lifting should be done with the legs bent and back straight.

### – Storage:

Materials should be stored at an appropriate height to reduce the need for bending or reaching.

### – PPE (Personal Protective Equipment):

Appropriate PPE, such as gloves, safety boots, or back supports, may be required for certain tasks.

## 7. Reporting Accidents and Near Misses

All employees must report any accidents, injuries, or near misses related to manual handling tasks immediately to their supervisor or manager. The incident will be investigated, and corrective actions will be taken to prevent future occurrences.

## 8. Monitoring and Review

NMT Crane Hire Limited will regularly monitor and review manual handling tasks and practices to ensure ongoing compliance with health and safety regulations. This will include:

- Regular audits of risk assessments and control measures.
- Feedback from employees regarding the effectiveness of training and control measures.
- Review of accident and injury data to identify trends and areas for improvement.

This policy will be reviewed annually and updated as necessary to reflect any changes in legislation or company operations.

## 9. Conclusion

The safety of our employees is a priority at NMT Cranes. By following the principles and guidelines outlined in this policy, we aim to reduce the risk of injury associated with manual handling tasks and to ensure a safe and healthy working environment.

Signed: *G White*

Director on behalf of NMT Crane Hire Ltd.

Date Approved:  
**09.12.2025**

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**08.12.2026**