

TBT- 18 Manual Handling

Considerations for manual handling

- 1 Always use mechanical handling methods instead of manual handling if possible, e.g. forklifts or pallet trucks, etc.
- 2 Know your capabilities (Individuals have different Limits); only tackle jobs that you can handle.
- 3 Can you handle the load yourself, or do you need assistance? Team Lifts should be carried out but be aware that the load doesn't mean you are lifting half the load. One person should be in charge for the whole duration of the lift.
- 4 Is there a clear walkway with good lighting to the work area? Can you walk the route first to make yourself familiar?
- 5 Where possible, establish the weight of the load before lifting.
- 6 Wear gloves to protect against cuts and punctures.
- 7 Wear safety boots or shoes to protect from falling loads.
- 8 Carry out a trial lift by rocking the load from side to side then try lifting it in a small amount to get a 'feel' for it.

Good handling technique

- 1 Stand reasonably close to the load, feet hip-width apart, one foot slightly forward pointing in the direction you're going.
- 2 Bend your knees and keep your back straight.
- 3 Get a secure grip on the load.
- 4 Breathe in before lifting as this helps to support the spine.
- 5 Use a good lifting technique, keep your back straight and lift using your legs ensuring you have both feet flat on the floor.
- 6 Keep your head up to ensure the spine stays in a naturally straight position.
- 7 Keep the load close to your body.
- 8 Don't carry a load that obscures your vision.
- 9 Lift slowly and smoothly.
- 10 Avoid jerky movements.
- 11 Avoid twisting your body when lifting or carrying a load.
- 12 When lifting to a height from the floor, do it in two stages.

TBT- 27 Abrasive Wheels/Use of Cut-off Machines

Hazards

1. The speed of the machine must not exceed the maximum permissible speed of the wheel. Many accidents are caused by the wheel over speeding.
2. Don't exert heavy pressure on the wheel.
3. Never use the side of the wheel.
4. Keep your fingers away from the cutting edge of the wheel.
5. Ear (BS EN352 Part 1 &2) and eye protection (BS EN166B) must always be worn.
6. Ensure the blade stops spinning when in idle mode. If the blade does not stop then it must be taken out of action and reported as faulty.

Using portable abrasive wheels

1. Don't mount an abrasive wheel unless authorised and trained to do so.
2. Only reinforced discs to be used on hand-held machines.
3. Check the maximum wheel speed is greater than the maximum spindle speed before fitting.
4. Adjust the guards to expose the minimum wheel surface necessary for the operation.
5. Be aware of other workers in your area, don't put them at risk by your actions.

MV Kelly Procedures

1. Only trained operatives are to mount an Abrasive Wheel onto a Portable Machine.
2. Do not drop start; this method is dangerous as you may lose control of the cut-off machine. Start the machine by placing it on a firm, flat surface.
3. Once the engine has started immediately blip the throttle trigger, which should release the starting throttle and allow the engine to slow down to idle. (If the machine does not idle, report the machine as faulty and take out of action).

4. Never use the cut-off saw with one hand, always hold the cut-off machine firmly with both hands when the engine is running.
5. Place your left hand on the front handle bar and your right hand on rear handle and throttle trigger. (Left handed users should follow this instruction too).
6. Make sure your cut-off machine handles and grip are in good condition and free of moisture, pitch, oil or grease.
7. Never operate the cut-off machine with the starting throttle lock engaged as this does not permit proper control of the speed of the unit and may lead to serious injury.
8. To reduce the risk of injury from fire, do not cut into any pipe, drum or other container without first ensuring that it does not contain a volatile or flammable substance.
9. When cutting onto existing walls, floors or similar structures, be alert for hidden hazards such as electrical cables, water and gas pipes.
10. The wheel guard is adjustable, it is extremely important that the wheel guard is in place and set to suit the type of work and your stance.
11. To reduce the risk of kickback injury, avoid cutting with the upper quadrant of the wheel where possible. Be especially cautious for pinching of the wheel in this area, which can cause reactive forces in a rotational kickback motion.
12. To reduce the risk of injury from loss of control from reactive forces, including kickback:
 - Hold the cut off machine firmly with both hands
 - Maintain good balance and footing at all times. Never cut while standing on a ladder
 - Position the cut-off machine in such a way that your body is clear of the cutting attachment. Avoid standing in direct line with the wheel. Never bend over the cutting attachment, especially when the guard is pulled back towards the top and there is a risk of reactive forces.
 - Do not cut above shoulder height.
 - Be especially alert for reactive forces, including kickback, when cutting with the front and upper quadrant of the wheel.
 - Use the cut-off machine for cutting only, it is not designed for prying or shovelling away any object.
13. Always use a water bottle attachment to suppress dust when cutting concrete/Tarmac based products, operatives must wear Type FFP3 dust mask during cutting operation.
14. Thick-walled workpieces should be cut with a uniform swinging movement, back and forth.
15. When the throttle of the saw is released the wheel should stop spinning, if the wheel continues to spin the saw is faulty. Take out of service immediately and ensure that no one else can use it.

TBT- 70 Working with Excavators

MV Kelly Procedures:

1. Always have an appointed trained banksman to guide excavators that are tracking to and from work areas, compounds, diesel re-fuelling and within the works areas where there is risk of interaction with people.
2. All banksman to be identified with "Banksman" Hi-Viz vests
3. When banking excavators, stand outside of the excavators swing zone, never walk directly in front of an excavator when tracking. Always keep to the side but in a position where the operator can see you (machine operator sight line).
4. Get the 'Thumbs Up' from the operator before approaching the excavator. This applies whether you are working with the operator or just want to pass safely. "Thumbs Up" stickers must be placed on the back of all excavators as a reminder and instruction.
5. Excavator operator to lower the bucket to the ground and immobilise the excavator before allowing anyone to enter the restricted Red Zone. If the operator does not do this, then don't approach the excavator until they do.
6. There will be times when operatives have to work in close proximity to the excavator bucket (when looking for existing services, dipping concrete in foundations, placing chains on the quick hitch etc). During these times there must be good and consistent communication between the banksman and the excavator operator.
7. In this instance, excavator operators to have windows open, no radios are permitted and both the excavator operator and banksman must be able to see each other and have clear communication at all times.
8. If you cannot see the operator then they are unlikely to see you?

Remember always get the 'Thumbs Up' from the Excavator Operator and wait until the bucket/arm is lowered to the ground and immobilised before approaching it?

TBT- 71 Excavator Operators – Avoiding Services

MV Kelly Procedures:

1. MV Kelly operate a 'Permit to Dig' procedure. The procedure must be followed at all times.
2. 90% of all service strikes are made by the bucket of an excavator. A high proportion of these are known services and, in most cases, newly installed services on site.
3. Service strike trends show that the Excavator operator has either taken a chance as they think they know where the service is or at the request of the banksman been asked to reduce the ground above a known service to save the operatives having to hand dig.
4. All Excavator operators have a responsibility to know whether there are any existing services within the area they are working in both underground and overhead.
5. If you damage a known service, caught excavating within 500mm of a known service or make contact with an overhead service your contract for services may be terminated.



If you think it is acceptable to use an Excavator within 500mm of a known Utility service, you are accepting the consequences of what might happen?

It also shows you have no consideration for the safety of yourself, your workmates or MV Kelly Ltd.

TBT113 Training Update

M.V. Kelly Limited can arrange CITB approved training courses for members of our supply chain. The list below covers the 'In-house' training courses we can provide:

- Frontline Leadership Programme
- Lift Supervisor
- Abrasive Wheels & Cut-off Saw
- Asbestos Awareness
- Face Fit Testing
- CAT4 & Genny
- Excavator Banksman
- Manual Handling
- Overhead Cables
- Slinger & Signaller
- Vehicle Marshal & Traffic Management



The above courses maybe offered to you by MV Kelly Ltd, however there is no obligation for you to take a place and you are free to organise your own equivalent training.

In-house courses have recently been upgraded to provide a higher quality training experience for attendees and learning outcome, MV Kelly are happy to provide these courses free of charge to members of its supply chain.

In the event where you have been booked onto a course and fail to attend without prior notice to an MV Kelly Contracts Manager we reserve the right to charge you an administration fee of £100 which will be deducted from the next payment due for services provided.

Signing the 'Training Update' TBT is confirmation of your understanding and acceptance of the above.

These courses are provided to enhance and ensure Safety is always paramount in all daily activities.

