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HSE Inspectors

MANUAL HANDLING RISKS DURING BAGGAGE HANDLING ON THE RAMP

This SIM provides information on risks associated with baggage handling on the ramp. It identifies the different lifting operations required, particularly for narrow-bodied aircraft, and identifies the methods and equipment one would expect to see employed. It also identifies some of the specific manual handling problems encountered by baggage handlers and steps which can be taken to reduce associated risks.

INTRODUCTION

1 The manual loading of baggage, mail sacks and cargo into and out of aircraft holds present a risk of manual handling injuries to ground handlers. Factors influencing this risk include size, shape and weight of individual bags or packages and the limited space within the hold of some aircraft. The back and shoulders are the areas of the body particularly affected but other areas such as the neck and knees can also be affected.

2 This guidance note deals with loading and unloading aircraft which do not use containerised bins (known as 'Unit Load Devices' (ULDs)). Smaller, narrow-bodied aircraft continue to rely on ground handlers to load and unload the hold by manual transfer between the dolly/truck, mobile conveyor belt (if used) and hold.

3 It does not deal with wide-bodied aircraft, where the use of ULDs and their associated mechanical handling equipment reduces the need for manual handling. However, inspectors should note that there are risks associated with pulling/pushing ULDs on poorly maintained loading equipment and in aircraft holds where roller beds are defective or floors damaged. Further, some of these aircraft, such as Boeing 747s have small rear holds that do not accommodate ULDs, and so must be loaded manually. For these aircraft holds, the guidance in this SIM remains valid.

4 Manual handling risks are also evident in baggage sort halls and at passenger baggage check-in desks. This guidance deals only with baggage handling on the ramp. Further information is available in [Air Transport Information Sheet Number 2: Manual Handling Operations: Baggage handling at airports](#).

5 The economics of air travel, the contracting out of ground handling operations by airlines and the highly competitive nature of the business mean that changes to the design of the aircraft hold, installation of handling equipment and use of ULDs for narrow-bodied aircraft are long-term goals. Efforts are being made to attain these goals by European and international agreement, and by contacts with aircraft designers and manufacturers. In the

short-term, however, baggage handling will continue to be a labour intensive task.

6 Whilst it may not be reasonably practicable to avoid all manual handling of baggage, steps should be taken to reduce the risk associated with such tasks.

THE TASK

7 There are two principal tasks involved in loading/unloading aircraft baggage from the hold which require handlers to work within the hold and on the ramp. These are:

(1) transferring the bags from the dolly to the conveyor belt (or direct into the hold); and

(2) moving and stacking the bags within the hold.

8 For unloading, these processes are reversed.

9 A team responsible for loading/unloading an aircraft will generally consist of five or so members. Typically there will be two working in the hold, transferring and stacking bags. There may be two team members involved in ramp activities, which will include driving tugs towing carts or 'dollies' to/from the baggage hall and loading/unloading them. Each team should have a team leader/supervisor to control all these activities. A supervisor may also have other responsibilities, which could include aircraft pushback operations, etc.

10 Dollies/carts, or other similar vehicles, are used to bring the baggage from the baggage hall to the aircraft and will be parked adjacent to the aircraft. The dollies may have netting or a cage to prevent the bags falling off in transit. Baggage is transferred manually from the dolly to a mobile conveyor belt or directly into the hold. The position of the dolly will result in the handler having to rotate through up to 180° to move each item of baggage from the dolly to the conveyor belt/hold. He/she may also have to reach inside a cage on the dolly to reach bags. With baggage being stacked on the transport vehicle the height at which items must be handled can vary between floor level and above shoulder height.

11 With the normal contingent of two working in the hold during loading, the first will receive the baggage at the door and then transfer the items to the second person who will stack the baggage, starting at the aircraft bulkhead and working back towards the door. The transfer between the two handlers is normally done by sliding the items along the floor of the hold. For empty holds the bags may need to be slid 5 m. Some holds slope down from the hold door. This makes for easier loading, but unloading requires considerably more effort. There may also be problems caused by the floor of the hold, which may have tripping hazards, inspection hatches and obstructions, that can hinder or catch the bags.

12 The handler working at the door of the hold is required to move the baggage through 90°, directing it between the mobile conveyor belt (if used) and hold. This task should not require baggage to be raised vertically, either during loading or unloading. However, the handler will be required to manoeuvre and align items on and off the conveyor belt (again, if used). The second handler, involved in stacking the baggage, will be required to twist through approximately 180° and to lift items to stack them up to the height of the hold.

13 One of the main factors in the manual handling risks associated with this task is the restricted height of the hold (eg the Boeing 737 has a maximum head height of approximately 112 cm). This requires the handlers to kneel or, at best, stand in a stooped position.

14 When loading an aircraft, the frequency with which baggage arrives at the hold is determined by the speed with which the dolly is unloaded. The physical restrictions in the hold invariably mean that only one person can work at the face of the baggage stack. If there are two individuals unloading the dolly the demand placed on the individuals in the hold may be excessive.

15 Baggage handlers working airside will be expected to wear personal protective equipment including gloves, safety footwear, knee pads, high visibility clothing, ear protection and wet weather clothing when necessary. Security ID badges will also be worn. All PPE should be suitable for the tasks undertaken and should not unduly restrict movement.

MANUAL HANDLING RISKS

16 The concerns regarding handling techniques are as follows:

On the ramp

(1) twisting from dolly to conveyor. With the dolly positioned perpendicular to the conveyor belt (or the hold if a belt is not used) the handler must rotate the baggage through 180°. If stood with feet fixed in one position the lower back will be subject to a twisting force;

(2) failing to bend the knees when placing baggage onto the conveyor belt (or the dolly when unloading). If a conveyor belt is not used there is a risk of shoulder injury when reaching up to place items into the hold;

(3) over-reaching. This is noticeable particularly when stretching for items at the far side of the dolly; and

(4) throwing bags (either onto the conveyor belt or into the hold). This invariably requires sudden movements to generate sufficient momentum and puts increased stress on the back.

In the hold

(1) twisting, both in handling baggage at the entrance to the hold and when stacking items;

(2) sliding bags several metres. As with throwing baggage when working on the ramp, sliding bags can require sudden movements to generate sufficient momentum to propel the item up or down the hold;

(3) restricted height. This is a significant factor in constraining handling technique. The fact that handlers cannot stand within the holds means that they cannot use their legs to assist with the lifting/sliding;

(4) smooth aluminium floors. These can prevent the handler from maintaining a rigid posture, particularly when propelling items along the hold when the risk of their feet slipping is significant; and

(5) restrictions on available working floor space due to obstructions. These can make positioning and posture worse and can also create a tripping hazard.

The load

17 A major problem with baggage is the variability in its physical characteristics. Variations can include shape, size, weight, weight distribution, rigidity, ease of handling and location of handles.

18 Some airlines set a baggage weight limit per passenger. This limit varies but is often 20-25 kg. It is not necessarily based on total weight of the aircraft on take-off nor on manual handling considerations. The airline (or check-in agency on behalf of the airline) *should* administer this, and passengers may be liable to pay for excess baggage. In some cases the limit has been imposed to assist baggage handlers and heavy bags should be tagged at check-in. In many cases however, limits are not enforced and 'Heavy bag' tags are not attached. The International Air Transport Association (IATA) Airport Handling Manual recommends that bags over 25 kg should be labelled as 'Heavy'.

19 Even within the limits weight will vary greatly. The speed with which the baggage arrives gives the handler little time to assess the best way to grasp and handle the load. Size is not always the best indication of the weight of the item, and this can cause the handler to over-compensate for what turns out to be a lighter bag, and conversely, being unprepared for a small but heavy item.

20 For incoming flights there is less control than for outgoing flights. Bags may not have been tagged and the individual in the hold may have no information, other than size, on which to judge the weight of an item.

21 The Air Transport (AT) Unit are attempting to raise awareness among airlines of the manual handling risks to baggage handlers, and will encourage action to reduce and control bag weights, to utilise new technology and to increase passenger awareness. Progress with such initiatives is slow due to the international nature of the business, and the intense competition between airlines.

The equipment

22 In narrow-bodied aircraft which do not use ULDs the equipment most commonly used to transfer baggage between the ramp and the hold is a mobile conveyor belt. New equipment which significantly reduces manual handling of baggage into and out of the aircraft hold is now becoming available and examples are detailed in [Appendix 1](#).

23 Badly maintained conveyor belts may cause additional problems due to restricted manoeuvrability and increased load snagging potential. Belts which are not compatible with the aircraft design may create additional manual handling risks, as well as increasing the risk of damage to the aircraft. Whilst such damage is more a matter of concern for the Civil Aviation Authority (CAA), the direct and indirect costs of such damage for the aircraft operator and service provider can be considerable, and this may prove a persuasive argument for Inspectors to deploy in their discussions with duty holders.

(NB: Poorly maintained belts can also increase the risk of falls from height and/or injury from dangerous machinery. These issues are not covered by the guidance in this SIM.)

24 If a conveyor belt is not used the dolly is parked close to the hold door and baggage is lifted directly into the hold. This lift may require considerable vertical movement in addition to a twisting rotating movement.

Personal protective equipment (PPE)

25 Typically there are problems with the availability of PPE, its maintenance and use. Where PPE is provided, it can snag the load, contributing to injury.

Task design

26 Due to the early or late arrival of flights, it can be difficult to plan the workload. There can be considerable time pressure imposed by the airline resulting in short bursts of heavy manual work combined with periods of inactivity. This rapid warming up and cooling down increases the risk of muscle strains. The loading/ unloading itself should be in accordance with the aircraft turnround plan (see HSE guidance document HSG209 *Aircraft Turnround*).

27 Within the team there may be reluctance to take on particular tasks - for example, working in the hold on warm days or, conversely, working on the ramp during wet weather. The team supervisor may not be aware or may not acknowledge the importance of task rotation.

28 In terms of the working posture, hold design has not been a primary consideration when designing aircraft and airlines may be reluctant to make changes to reduce the manual handling risk to baggage handlers. **Any changes or modifications to an aircraft are subject to stringent controls governed by the CAA (or its foreign equivalents for foreign registered aircraft). Inspectors should not require airlines to make any such modifications, and should contact the AT Unit for further advice.**

The environment

29 In addition to the cramped conditions in the hold, the ambient temperature can be hot. This is as a result of the lighting within the hold, but there may also be residual heat stored in the baggage if the incoming flight is from warmer climes. The heat from the lights becomes more of a problem during the dark, as the lights may not be needed during daylight hours.

30 Outside the hold, the handlers are open to the elements and face the usual variation in weather conditions. Almost regardless of the weather conditions (save for cool, dry days) the baggage handlers will be hot. This has knock on effects in terms of wearing personal clothing (particularly gloves, ear defenders).

31 Baggage handling is a heavy manual task and working in warm to hot conditions will increase the effort required and so increase the likelihood of fatigue, dehydration and heat stress.

Training and selection of staff

32 Generally baggage handling contractors are aware of the manual handling difficulties and training programmes are provided. However, these training programmes do not always address the specific requirements of the job, and new starters may start handling tasks before receiving any training because the training courses are run at a fixed frequency.

33 At airports with seasonal variations in the number of flights temporary staff (typically taken on to cope with the high demand for charter flights during the summer) may not be given suitable training.

34 When selecting personnel there is often no pre-employment medical screening to make the employer aware of ailments/conditions that may increase the individuals predisposition

to injury. Baggage handling companies rarely have access to competent occupational health advice and services.

WHAT SHOULD BE EXPECTED

35 A current risk assessment should identify what the employer sees as the main risks and what measures have been put in place to minimise the identified risks. However, inspectors should expect the following precautions and methods of work, or measures offering an equivalent standard, during baggage handling in and around aircraft.

Handling techniques on the ramp

36 For handlers working on the ramp (regardless of conveyor belt use):

- (1) point feet towards the load to be lifted;
- (2) drag/slide items to the edge of the dolly before lifting;
- (3) bend knees;
- (4) use two-handed lifting;
- (5) hold the load close to the body;
- (6) rotate the load using feet to avoid twisting the spine;
- (7) bend knees to set down load. (This should involve minimum lowering as the conveyor belt should be set to a convenient height);
- (8) team handling for heavy items; and
- (9) the baggage trolley should be parked as close as possible to the conveyor belt (or hold doorsill, if appropriate) to minimise the distance, whilst allowing sufficient space to work.

Handling techniques in the aircraft hold

37 For work in the hold:

- (1) pushing/sliding baggage rather than lifting;
- (2) two-handed lifting;
- (3) load held close to the body;
- (4) for handling at the hold door - kneeling on one knee with one foot/knee pointing down the hold and the other pointing towards the hold aperture; and
- (5) for stacking baggage within the hold - kneeling on one knee with one foot/knee pointing down the hold and the other pointing across the hold. stack lighter items on top of heavier ones to avoid lifting heavy bags.

The load

38 This is one task parameter that it is difficult for the baggage handling organisation to control. Unless airlines can be persuaded to limit individual bag weight, the only real assistance to the handler in assessing a lift is for heavy bags to be labelled. Weight restriction and labelling are in the control of the airline and the check-in staff. Where heavy bags are not labelled, the airline should be approached to discuss any weight limits which apply to baggage, and systems in place to ensure that heavy bags are tagged.

39 Training and work procedures should include provision for team lifting or alternative lifting methods for heavy bags.

40 There may also be manual handling risks associated with manual manoeuvring of equipment.

The equipment

41 Conveyor belts should be used for all baggage transfer operations unless ULDs are provided, or the design of the aircraft makes use impractical (for instance underbody hold access or hold sill at around waist height).

42 The height of the conveyor belt should be adjustable and should be set to a height that minimises the need to bend when placing on or removing items from the belt.

43 Whilst loading, the conveyor belt is best positioned such that the baggage 'drops' onto the floor of the hold. This requires the end of the conveyor to be inside the lip of the hold aperture. For unloading, the conveyor belt should be level with the floor of the hold, such that it butts up against the outside of the lip. This avoids having to lift the baggage up onto the conveyor belt. Inspectors should, however, be aware of the need to avoid damage to the aircraft which can move by a considerable distance during loading/unloading/refuelling, etc. For some aircraft there may be design factors which affect the way in which a conveyor belt has to be positioned to avoid damage to the door mechanism.

44 The speed of the belt should also be adjustable by the handlers, or at least set to an appropriate speed. The speed at which the baggage arrives at the hold entrance will be dictated by the speed at which the bags are placed on the conveyor belt from the dolly and the presence of two handlers working between the dolly and conveyor belt may well place an undue burden on the single handler working in the hold entrance. Control of the belt speed and the conveyor loading operation is therefore important.

45 There should be an effective equipment maintenance regime in place. Maintenance of the conveyor belts is important to ensure their availability and to minimise hazards whilst in use.

Personal protective equipment

46 Handlers should wear appropriate clothing. For manual handling this should include kneepads for working in the hold, protective footwear and gloves.

47 Footwear should provide suitable grip on smooth floors and in wet conditions in addition to toe protection.

48 Other clothing required when airside includes hi-viz and waterproof clothing and ear protection. All protective clothing should be compatible and should not adversely affect posture and freedom of movement. Protective clothing and equipment should be replaced

when it becomes worn or damaged to reduce the risk of snagging on the load.

49 Working airside requires individuals to wear ID passes (which should be visible at all times). These can be worn in an elasticated holder on the upper arm to prevent interfering with the handling activity.

50 The effectiveness of back and abdominal support belts remains unproven and HSE does not advocate their use for manual handling tasks. Further guidance can be found on page 32 of the *Guidance to the Manual Handling Operations Regulations (L23)*.

Task design

51 There should be task rotation where possible to even out risk factors and to allow workers a variety of movement, rather than, for instance, loading inside the hold for a full shift. The team leader should be in a position to rotate the team members between jobs - working in the hold, working on the ramp, driving the dolly truck, etc.

52 Employers can provide guidance on stretching exercises before starting the handling task. It should be made clear that warming-up exercises should be performed at the end of any break/rest period not just at the start of the shift.

53 Suitable breaks and rest periods need to be provided during the shift. There should be drinking facilities nearby to combat dehydration and rest area away from the task. The nature of the workload means that scheduled breaks are not always possible, but the team should be able to rest away from the ramp during breaks. Such facilities are required by the Workplace (Health, Safety and Welfare) Regulations 1992.

54 It is not possible to be prescriptive as to when and how long breaks should be, but typically staff should not be working for longer than three hours continually without a break. The nature of the baggage handling work on the ramp means that workers will usually have short breaks between each turnaround, but they should not work for more than three hours without a significant rest break of 15-20 minutes.

The environment

55 Handlers have little control over their working environment, whether in the hold or facing the weather on the ramp. This further underlines the need for suitable rotation of tasks and adequate rest breaks.

Selection of staff and Occupational health provision

56 Pre-employment health screening: It is good practice to have a system to screen applicants for relevant pre-existing conditions (eg by way of a form to be completed by applicants). This could be carried out by Occupational Health advisers if they are employed. If not, the company should have access to a health professional who is able to comment on an applicants suitability. In addition to assisting the company in recruiting suitable workers, the completed questionnaire can be presented as some evidence that the employer took reasonable steps to protect the employee in the event of an employee aggravating an undeclared injury.

57 Occupational Health (OH) provision: the benefits of access to a competent OH service should be stressed, not only for assessing initial fitness for work but for assisting with risk assessments, and early detection of cases of work related musculoskeletal disorders and

their subsequent management. These tend to be acute symptoms rather than early signs and is why the requirement for health surveillance under the Management Regulations does not apply. Inspectors should contact their local Occupational Health Inspector, via the Specialist Group, for further advice on individual cases.

Training

58 Induction training on manual handling should be given **before** staff start manual handling work and supervisors should provide some level of monitoring during the handling operations to ensure that the techniques shown during training are applied.

59 A system should be in place to feed back investigation findings from any manual handling incidents into the training programme to try to reduce risk of repetition.

60 An outline of the contents of a suitable training course is attached at [Appendix 2](#).

FURTHER ADVICE

61 Advice on enforcement is given in paras 64-75.

62 For guidance and advice on specific issues contact the Air Transport Unit on tel: 503 4261 or 506 2131 or Sarah Tapley on tel: 507 6258.

ACTION BY INSPECTORS

63 Inspectors are requested to:

- (1) apply the standards detailed in this SIM when inspecting or discussing baggage handling activities;
- (2) alert the AT Unit to any problems which arise from applying these standards;
- (3) draw to the attention of the AT Unit any new plant and equipment or innovative means of improving manual handling practices.

ENFORCEMENT GUIDANCE

64 Further development work on the application of the EMM to health issues is continuing. It is not currently possible to handle the risks of musculoskeletal disorders rigorously within the EMM, but the following guidance is given as an interim measure.

65 Inspectors should follow the guidance in the Revitalising Health and Safety Priority Programme Topic Pack on Musculoskeletal Disorders and utilise the HSE Manual Handling Assessment Flow Charts (MAC).

Risk

66 Recent analysis of available HSE accident data indicates that there is a margin of error due to incumbents being placed in the wrong SIC categories and discrepancies in estimates of total employees in the sector. See [Appendix 3](#) for further information on SIC codes.

67 However, the overall number of accidents and the incidence of accidents per 100,000

employees continue to increase. The provisional figures for 2000/2001 indicate a rate of 2541 over-3-day accidents per 100,000 employees for SIC 6323 compared to a rate of 522.6 for all industries. On face value the comparison suggests that Supporting Services to Air Transport is one of the most dangerous activities in the country. In 2000/2001 the accident category Handling and Sprains accounted for around 43% of reported over-3-day accidents in the air transport industry.

Benchmark standards

68 The legal framework which sets the requirements for the management of risk from manual handling is laid down in the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Manual Handling Operations Regulations 1992.

69 The enforcement guidance below is of a generic nature and inspectors should use their discretion when determining appropriate controls in particular situations. Examples of specific scenarios are being developed and will be made available as soon as possible. In the meantime AT Unit should be contacted if specific guidance is required.

70 The main factors which must be examined in carrying out an ergonomic risk assessment are: the load, the task, the environment, the individual, and any other factors (eg PPE).

71 The Manual Handling Assessment Tool should be used to assess risks associated with individual tasks and the appropriate enforcement action to be taken.

Generic guidance

72 Where there is evidence that there is a significant risk of injury and:

- (1) there is a lack of lifting/moving equipment such as conveyors such that manual handling tasks which could be avoided are being carried out; and/or
- (2) there are damage or defects in the aircraft hold which create manual handling risks which could otherwise be avoided, (but note para 28 re CAA involvement); and/or
- (3) employees are not following safe practices while carrying out baggage handling operations,

a **Prohibition Notice** or **Deferred Prohibition Notice** should be considered if supported by specialist advice, and taking into account the advice in para 73. A letter or **Improvement Notice** for the airline may be necessary to address deficiencies in maintenance of in-hold systems which are creating risks.

73 Inspectors should take into account the overall implications of an immediate PN, which could prevent aircraft turnround and may have serious implications for overall airport and aircraft safety. If the prohibition would, of itself, bring about other risks to health and safety that otherwise would not have existed, a deferred PN will be the preferred option, allowing, for instance, reasonable time for the repair of defective conveyors for use on subsequent aircraft turnround operations, without imposing additional risks in changing the system of work around an aircraft awaiting take-off. Where a longer time scale is required, for instance for the acquisition of additional equipment, an Improvement Notice is likely to be the practical option.

74 Where inspectors find failings of management systems such as:

- (1) absence of suitable risk assessments; and/or
- (2) inadequate arrangements for planning, organising, control etc; and/or
- (3) lack of suitable training; and/or
- (4) there is no access to competent advice,

And there is evidence that:

- (5) employees are not following safe practices while carrying out baggage handling operations; and/or
- (6) there is a lack of lifting/ moving equipment such as conveyors such that manual handling tasks which could be avoided are being carried out; and/or
- (7) there are damage or defects in the aircraft hold which create manual handling risks which could otherwise be avoided, (but note para 28 re CAA involvement),

an **Improvement Notice** should be considered. Advice or enforcement should be addressed to the party or parties best able to rectify an identified problem, that is airport and/or airline and/or ground handler.

Local factors

75 Inspectors should apply local factors based on their knowledge of the specific situation and employer.

Target for action

76 Inspectors should consider and target specific manual handling operations and any underlying management failings by the employer and, if relevant, the airline or airport involved.

77 As always, Inspectors should take action against the company in the best position to remedy the defects. In most cases, the target for action is likely to be the employer of the affected personnel. However, AT Unit would encourage Inspectors to also pursue relevant issues from HSG209 with the service provider's client (most probably the airline). Matters relating to the assessment, control and monitoring of contractors and the control of risks to non-employees are likely to be the most pertinent in this context. AT Unit should be consulted before any enforcement action proceeds on such matters.

Strategic factors

78 Musculoskeletal disorders are currently an HSC priority programme. The risk of musculoskeletal injury among baggage handlers is well known in the industry and is the cause of considerable lost time and absence, and consequent cost to the employer, as well as the cost to the nation of injury and early retirements, and the pain and suffering of individuals.

79 Inspectors should also consider that enforcement action will have a positive impact on dutyholders in the industry in general.

80 Transportation Section are currently working with industry representatives in the Revitalising Health and Safety in Air Transport Industry Strategy Group (RHSAT ISG) to develop industry accident and ill-health reduction strategies. The ISG have already set provisional accident reduction targets, and a number of airports have introduced 32 kilo maximum hold bag weight limits to reduce risks of injury to baggage handlers. Further information on current projects and initiatives can be found on the HSE Air Transport web pages.

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APPENDIX 1 (para 22)

NEW TECHNOLOGY AND EQUIPMENT IN BAGGAGE HANDLING IN 2002

1 A self-propelled, ground-based, semi-automatic loading and unloading system for most types of aircraft from 50-200 seats is currently under development. It can replace conventional belt loaders and all mechanised in-plane loading systems. It reaches cargo door sill heights up to 2.90 m and has an extension length of 8 m inside the aircraft hold. It is fully electrically powered and loading speed is adjustable up to 0.7 m per second.

2 It will apparently adapt to most aircraft types and considerably reduce the manual handling required in loading/unloading baggage.

3 There are none of these in use in the UK at present (September 2002) and availability may be restricted by manufacturing capacity initially.

IN-HOLD SYSTEMS

4 Some aircraft may be fitted with an in-hold system of roller beds or similar aids. This is a fixed installation in the hold of non-containerised aircraft. It helps distribute baggage to the end of the compartment, but while it succeeds in reducing the distance bags need to be slid inside the aircraft, it may do little to ease the lifting, carrying, or lowering of baggage.

5 We have had reports of in-hold systems which are inoperational or have been immobilised by the airline.

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APPENDIX 2
(para 60)

MANUAL HANDLING TRAINING COURSES

1 There is no prescriptive guidance on what a 'good' course should include or how long it should last at present. However, typically a suitable course MUST:

(1) be industry specific and use relevant examples. It is not acceptable to demonstrate lifting regular shaped cardboard boxes in a spacious room if the task involves lifting irregular shaped packages in limited spaces, such as the aircraft hold; and

(2) last approximately half a day or more (anything less than one hour is not likely to cover all the relevant information).

2 A suitable course would also include:

(1) some basic information about the anatomy of the spine and muscular system, and how injuries occur;

(2) what the key risk factors for manual handling injuries are and how those factors present in the particular industry;

(3) basic principles of safe moving and handling, and how those can be applied in that particular industry;

(4) practical work to allow the trainer to identify and remedy any unsafe practice demonstrated by trainees; and

(5) what the company procedure for reporting injuries is and what action will be taken if a member of staff is injured.

3 Other things to look for:

(1) ask whether the trainer asked for information about the company and specific identified risks before starting the training. If a trainer has not asked these questions it is likely that the course will not have been tailored to that company and whilst covering the basics may not have made it applicable to the tasks involved;

(2) records to show who has been trained, when, and what was covered in the course; and

(3) a planned programme of training to ensure all staff are trained with an audit trail to check that they did actually attend.



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APPENDIX 3
(para 66)

SUGGESTED SIC CODINGS FOR INCUMBENTS IN AIR TRANSPORT

1 As a guide, airlines should be listed under SIC 62100-62202 depending on the type of service they offer:

- (1) airports should be listed under SIC 63230;
- (2) ground handlers should be listed under SIC 63230;
- (3) ground handling companies which are owned by airlines, but are separate legal entities should be listed under SIC 63230;
- (4) however, in order to avoid confusion (especially for those inputting accidents at the new Incident Contact Centre), ground handling companies which are not separate legal entities from their owner airline should be listed under SIC 62100-62202.

2 Air Transport Unit would be grateful if inspectors would arrange for any incumbents they find which do not align with the advice above to have their SICs altered.

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