







Checklist for Manual Handling Equipment

Hazards/factors	Things to look for	Hazard present?	Comments	Suggested action/Solutions to consider	Action taken?
<p>Handling drums</p>  	Do you move drums by hand?			Can you avoid moving drums at all – by using pumps?	
	Do you move them far?			Can you use a barrow/trolley to make it easier?	
	Do you move them frequently?			Would it help to make more space to move them to avoid moving awkwardly?	
	Are you in an awkward position/confined space?			If drums are on pallets can you leave them on and move with a pallet truck? If they have to be moved, can you use a trolley that can lift the drum off the pallet?	
	Do you work alone or with another operator? Is this reasonable?				

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<p>Helideck Handling</p>  	<p>Do you make frequent trips with baggage to/from helideck? Have any slips/trips been reported? Has anyone injured themselves carrying baggage?</p>			<p>Could you use a trolley on the helideck? Drop down sides would help you to reach baggage easily. Big wheels would cope with uneven surfaces. If the helideck has a knotted rope, could this be removed? Would it be practical to use wheelie bins or a pump up truck to handle baggage?</p>	
	<p>Do you try and carry several bags at once to cut down the number of trips?</p>			<p>Only carry what you can safely manage. Keep a hand free for holding onto the rail.</p>	
	<p>Is the weight of the baggage clearly marked?</p>			<p>Is it possible to organise for onshore logistics to label all loads with their weight?</p>	

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<p>Wheelbarrow</p> 	<p>How do you carry parts and tools around the platform?</p>			<p>Would it be possible to use a wheelbarrow? Make sure the handles are a good height to save people leaning over to use it. Keep the tyres pumped up.</p>	
<p>Other equipment</p> 	<p>Are there areas of the plant where access is difficult making manual handling more risky?</p>			<p>Would a portable hydraulic lifting arm help? E.g. in helping access to and use of LCV.</p>	