



Standard Operating Procedure

SOP 105

MANUAL HANDLING

1. Purpose

The purpose of this SOP is to provide a process for identifying and controlling the risk associated with hazardous manual handling activities.

2. Definitions

Manual Handling means any activity requiring the use of force by a person to lift, push, pull, carry or restrain an object.

Hazardous manual handling means manual handling activities that involve the following:

- repetitive or sustained application of force
- repetitive or sustained awkward posture
- repetitive or sustained movement
- application of high force
- exposure to sustained vibration
- handling live people or animals
- handling loads that are unstable, unbalanced or difficult to move

Risk means the likelihood or probability that a hazard may cause harm.

Risk Assessment means a process that seeks to identify hazards; then determine the level of risk by taking into account the likelihood that someone will be injured or something damaged by the hazard, the frequency of contact or exposure to the hazard, the level of exposure (eg number of people, amount/degree/extent of exposure to noise, chemicals, etc), pattern of exposure (eg continuous, intermittent etc) and the adequacy of any existing control measures.

Risk Control means the use of measures to control the risk to an acceptable level.

3. Manual Handling Activities

- 3.1 Manual handling covers a wide range of activities within Central Water including lifting, pushing, pulling, holding, throwing and carrying. It also includes repetitive tasks such as packing, word processing, assembling, cleaning and sorting, digging, using hand tools and operating machinery and equipment.
- 3.2 *Hazardous manual handling* activities are those that, statistically, present the greatest risk of a person incurring a sprain or strain injury.
- 3.3 Offices are not traditionally associated with manual handling risks; however, there are many heavy items such as computers and boxes of stationary or archive paper, which are

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Cynthia McGuire Dunn, Gary Chadwick

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, 2021-04-01 The purpose of this document is to describe and explain how to apply the principles of good clinical practices GCP and good data management practices GDMP in the context of national tuberculosis TB surveys namely national population based surveys of TB prevalence anti TB drug resistance surveys and surveys of costs faced by TB patients and their households The primary target audience for this handbook includes national TB programmes NTPs and partners involved in the planning design conduct oversight analysis and reporting of a national TB survey The in country national survey coordination team is responsible for ensuring that all survey team members conform to this guidance document

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Good Clinical Practice Josef Kolman, Paul Meng, Graeme Scott, 1998 Good Clinical Practice Standard Operating Procedures for Clinical Researchers Edited by Josef Kolman MPRC Medical Pharmaceutical Research Center Ltd Vienna Austria Paul Meng PMC Dr Paul Meng Consultant Vienna Austria and Graeme Scott Professional Services in Clinical Research Edinburgh Scotland There is a growing trend for investigators to adopt a more formal approach to the procedures applied to various stages of clinical trials Most environments employ some form of standard operating procedures which are designed to be used as working tools within that particular field e.g. standard operating procedures in hospitals for doctors and nurses With rigorous standards of good clinical practice being applied to all areas optimizing the design and use of standard operating procedures is more in demand every day Topics covered include A brief description of the history and development of clinical research and good clinical practice An explanation of what standard operating procedures are and how they work A selection of actual standard operating procedures and checklists This well constructed and timely work set out in a logical sequential order provides the necessary material needed to develop a useful set of investigator standard operating procedures

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The Investigator's Guide to Clinical Research David Ginsberg, 2002 The Investigator's Guide to Clinical Research is a step by step manual filled with tips instructions and insights for investigators novice and experienced and health professionals involved in conducting clinical research Along with updated sections charts and statistics the 3rd edition includes a detailed look at investigator financial disclosure noncompliance issues the FDA audit

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