

APPENDIX 4: EXAMPLE OF A SAFE SYSTEM OF WORK PLAN (SSWP)

SSWP Number 1

Title:

Safe system of work for the handling of televisions on shop floor.

Scope:

This safe system of work summarises the instructions to be followed in order to move televisions on the shop floor in a safe manner.

Key Requirements:

Appropriate trolley available and staff instructed in safe use.

Staff received appropriate manual handling training and instruction.

Televisions assigned to new storage location to avoid having to lift above shoulder height.

Instructions:

- An employee sources the appropriate handling aid and proceeds to the shop floor area where the televisions are stored. A second employee comes to assist.
- The handling aid is aligned as close as possible to the storage racking and the brake mechanism is activated so the handling aid will not move.
- The employees transfer the television from the racking onto the handling aid using safe lifting principles.
- The employees ensure that the load is secured on the handling aid.
- The brake mechanism is released on the handling aid.
- One employee then pushes the handling aid to the checkout area and the product is scanned using a mobile scanner or through the use of a code system for heavy items. This is to ensure that the load does not have to be lifted from the handling aid at the checkout.



Prepared by: J Smith (Safety Officer)

August 2012
