



Newsletter

March 2014

SSoW – what is it?

SSoW – Safe System of Work.

In manual handling a SSoW is a method of working that shows how to perform each task safely and without risk to your health, sometimes called Safe Operating Practice (SOP) etc... Consideration should include;

- the organisation and co-ordination of the work of those involved;
- training, instruction and supervision;
- layout of plant and appliances;
- general conditions of work, and;
- methods to be used.

So it's just a piece of paper then?

SSoWs' should not just be put in a drawer and forgotten – make sure you know how you are expected to safely carry out your tasks and if you see a safer way to carry them out that is "reasonably practicable" then engage in the process of seeing if the SSoW can be updated and if people agree that your suggestions are both an improvement and can be done. **You need to be involved in their creation** – it is you that has to adhere to them, but don't forget, like our training, they should always be evolving, and like our training, that only happens effectively when you tell us how it can be done.



ALWAYS – only handle what you can safely manage.

HANDLING PALLETS



In February the poster issued contained the illustrations to the left to remind you of the desired way of handling pallets from stack.

I have been asked on numerous occasions to cover this with a poster, and I've always come up with an excuse why it hasn't been done.

The main reason is that there are so many other factors to take into account that have to be understood and considered when handling these pieces of kit.

Our whole approach to Manual Handling (and all other courses we deliver) is not just to tell you to do something a certain way but to inform you WHY we think something is advisable to do it that way as well so you can understand the reasoning behind it – a poster doesn't always do this for people who may not have heard our delivery; for those of

you who have then this IS a worthy poster to remind you of the training, also remember the reasons for the maximum recommended stack heights, remember the desire to use mechanical aids whenever possible, remember the things we **DON'T DO and why we don't.**



£20.00 COMPETITION

You may know your Safe System of Work as a Safe Operating Price Cat

Rearrange the words in **black** to state the obvious (hopefully)

e-mail your answer to mail@getsettraining.co.uk by Friday April 4th and one winner will get £20.00 in Marks and Spencer vouchers.

Winner of January £20.00 competition was Andrew Thwaite of Innovia Films – correct answer; COMPRESSION.