

# **APPENDIX C**

## **LINCOLNSHIRE COUNTY COUNCIL**

### **SAFE MOVING AND HANDLING OF PEOPLE POLICY SUMMARY**

It is essential that all Directorate employees are familiar with this and that they are familiar with the risk assessments and employee responsibilities as detailed below.

#### **EMPLOYEE RESPONSIBILITIES**

Employees have a legal duty to take reasonable care of their own health and safety and that of others who may be affected by what they do or not do. Staff must therefore:

- Work within their own limitations and not carry out any activity for which they are not competent
- Co-operate with their line manager in performing risk assessments for moving and handling
- Look out for hazards
- Use equipment provided e.g. hoists
- Follow safe working practices
- Not interfere with or misuse any equipment or aids that have been provided
- Not use equipment that they have not been trained to use
- Follow training and instructions provided on moving and handling e.g. moving and handling protocols, person handling plans and guidance from training courses
- Look out for hazards and report any unsafe situation to the local manager. This includes things such as:
  - Faulty equipment – which should be labelled and taken out of use
  - Unsafe working practises
  - High risk handling procedures
  - Environmental problems
- Attend moving and handling training including updates for their area of work
- Report pregnancy or any medical conditions, which may affect their ability to perform moving and handling to their manager
- Wear suitable clothing and footwear for moving and handling and comply with the Dress Code for their area of work