

MANUAL HANDLING ARRANGEMENTS

How this business avoids the lifting it can, assesses what it cannot, and equips its people

ARRANGEMENT — EMPLOYER FILE

KD-HSA-MH-009 Rev A0

Manual Handling Operations Regulations 1992 reg 4: avoid the hazardous manual handling that can be avoided; assess what cannot, and reduce the risk to the lowest level reasonably practicable, with information about the load; reg 5: each employee makes full and proper use of the system provided. The assessor asks how loads are avoided by mechanical means, how the remaining tasks are assessed, and what training is given — a certificate from a course is not an arrangement. The task assessment is KD-INS-MH-016, the talk KD-TBT-MH-004, the hoist and distribution method KD-RAMS-SL-003; the plant the business owns is what reduces the handling.

1 THE EMPLOYER

EMPLOYER / BUSINESS	RESPONSIBLE PERSON	DATE	REVIEW BY

2 HOW THIS BUSINESS DOES IT

HOW HANDLING IS AVOIDED OR REDUCED BY DESIGN

HOW THE REMAINING TASKS ARE ASSESSED

TRAINING AND INFORMATION

THE INDIVIDUAL

3 RECORDS THAT EVIDENCE THIS ARRANGEMENT

Tick what is held. Where the record does not exist yet, the tick is the action.

- ☐ Manual handling assessments for the recurring tasks and the job — KD-INS-MH-016
- ☐ Training records with dates on the matrix — KD-SITE-TC-004
- ☐ Toolbox talk records — KD-TBT-MH-004, and KD-TBT-SM-044 for sheet materials
- ☐ The plant and handling aids the business holds — on the plant register KD-SITE-PR-017
- ☐ Handling injuries and near misses on the incident record — KD-SITE-NR-026

WHERE THE RECORDS ARE HELD	KEPT BY	KEPT FOR

4 ADOPTION

By signing, the director adopts this arrangement as the way this business works and undertakes that the records it names are kept.

Adopted by the director:

PRINTED NAME	POSITION	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.