

## 1 Objective

To ensure that the process of manual handling is followed when loading & unloading portable toilets.

## 2 Responsibility

The line manager(s) & employees are responsible for ensuring that all aspects of this procedure are complied with.

## 3 Scope

To cover the processes that relates to manual handling when portable toilets are being delivered and returned from events.

This includes loading and unloading from vehicles and trailers and moving around yard when cleaning is taking place.



#### 4 Personnel Protective Equipment (PPE)

##### 1. Gloves



##### 2. Safety Boots



##### 3. Safety Specs (if risk of liquids is present)



## 5 Toilet types



Fig1



Fig2



Fig3



Fig4

1. Portable urinals - Fig1
2. Comfort XL – Fig2
3. Fleet – Fig3
4. Small urinal - Fig4

## 6 Equipment for moving toilets



1. Pull strap(s)



2. Forklift



3. Manitou



4. Pallet Truck



5. Toilet Trolley

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## 7 Manual Handling – Good handling technique for pushing and pulling

Here are some practical points to remember when loads are pushed or pulled.

**Handling devices.** Aids such as barrows and trolleys should have handle heights that are between the shoulder and waist. Devices should be well maintained with wheels that run smoothly. The law requires that equipment is maintained.

**Force.** As a rough guide the amount of force that needs to be applied to move a load over a flat, level surface using a well-maintained handling aid is at least 2% of the load weight. For example, if the load weight is 400 kg, then the force needed to move the load is 8 kg. The force needed will be larger, perhaps a lot larger, if conditions are not perfect (eg wheels not in the right position or a device that is poorly maintained). The operator should try to push rather than pull when moving a load, provided they can see over it and control steering and stopping.

**Slopes.** Employees should get help from another worker whenever necessary, if they have to negotiate a slope or ramp, as pushing and pulling forces can be very high. For example, if a load of 400 kg is moved up a slope of 1 in 12 (about 5°), the required force is over 30 kg even in ideal conditions – good wheels and a smooth slope. This is above the guideline weight for men and well above the guideline weight for women.

**Uneven surfaces.** Moving an object over soft or uneven surfaces requires higher forces. On an uneven surface, the force needed to start the load moving could increase to 10% of the load weight, although this might be offset to some extent by using larger wheels. Soft ground may be even worse.

**Stance and pace.** To make it easier to push or pull, employees should keep their feet well away from the load and go no faster than walking speed. This will stop them becoming too tired too quickly.

For further guidance on pushing and pulling please reference HSE – Risk Assessment of Pushing and Pulling (RAPP) tool along with HSE - Manual Handling at Work.

<http://www.hse.gov.uk/pubns/indg478.htm>

<http://www.hse.gov.uk/pubns/indg143.pdf>

Link correct at time of document creation – 04/06/2019

**General risk assessment guidelines**

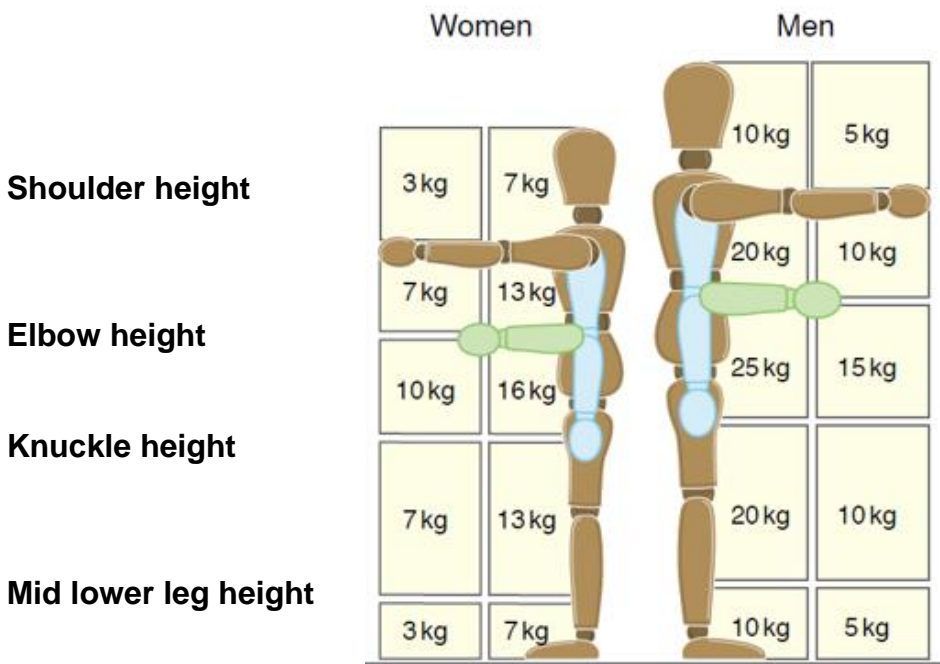
There is no such thing as a completely ‘safe’ manual handling operation. But working within the following guidelines will cut the risk and reduce the need for a more detailed assessment.

Use diagram below to make a quick and easy assessment. Each box contains a guideline weight for lifting and lowering in that zone. (As you can see, the guideline weights are reduced if handling is done with arms extended, or at high or low levels, as that is where injuries are most likely to happen.)

Observe the work activity you are assessing and compare it to the diagram. First, decide which box or boxes the lifter’s hands pass through when moving the load. Then, assess the maximum weight being handled. If it is less than the figure given in the box, the operation is within the guidelines.

If the lifter’s hands enter more than one box during the operation, use the smallest weight. Use an in-between weight if the hands are close to a boundary between boxes.

The guideline weights assume that the load is readily grasped with both hands and that the operation takes place in reasonable working conditions, with the lifter in a stable body position.



**8 Handling of toilets**

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Toilets are relatively lightweight in construction but still require careful handling due to their size. Cubical toilets are bottom heavy compared to the top and especially once used and full of waste material.

Staff who need to manoeuvre toilets, must always risk assess the task and ascertain their own abilities surrounding moving toilets. Toilets that are empty can be moved by one person if handled correctly and using a pull strap or other aid. But for best practice if a toilet has to be moved then this should be carried out by a two-person team (fig 5). Aids to help are listed in section 8 - Equipment for moving toilets.

Two persons pull with straps.

Fig5



Fig6



Ensure straps are located into the handles at the bottom of the toilet. Once located then pull the toilet in an even direction (fig8)

Fig8



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Toilets can be moved by pushing (fig9) but this can be an issue when the toilet has waste material and is heavier due to the fact that the toilets are bottom heavy and restricted vision. Care must be taken to ensure that when pulling or pushing correct footwear is used to maximise grip, thus reducing the chance of slipping.



Fig9

For lifting on and off trailers the use of a forklift or Manitou must be considered especially when toilet(s) have waste material making them heavier (fig10). If loading or unloading is taking place you must ensure that the trailer for example is located as close as possible to where the toilets are required or when collecting where they are situated, thus reducing the distance that they need to be moved and handled.



Fig10

For urinals, this should be stacked by a two-person team and once stacked the use of a forklift must be considered to perform any lifting.



Fig11



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Other methods of moving toilets are the use of sack trucks (empty only) or pallet trucks as listed in section 8 - Equipment for moving toilets. These can reduce the risk of injury when toilets need to be moved within a location.



Due to the variation of sites that toilets are delivered to, employees must always before handling toilets risk assess the task that is required and identify what equipment is required to perform the task safely.

Factors can be but not limited to the following:

- 1. Weather**
- 2. Ground conditions**
- 3. Personnel capability and number of staff available**
- 4. Height of trailers & vehicles that toilets are transported on**

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Change Record			
Issue	Date	Reason for change	Approved By
4	29/04/2024	Reviewed with no changes	M Grist
3	15/03/2023	Toilet trolley details updated	M Grist
2	24/02/2022	Reviewed with no changes	P Mortimer
1	13/06/2019	Original issue	P Forth