




Health and Safety at Work

Safe Working Practices

Document Owner	LGS Handling Ltd Health, Safety and Quality Department
Approval	LGS Handling Ltd Management Representative
Authorizing Executive	Mr. George Ioannides Managing Director

	HEALTH and SAFETY at WORK	Issue 1.2
	SAFE WORKING PRACTICES	September 2014

Introduction

The Risk Assessment process is not considered as complete without being inter-related with all relevant work instructions and Safe Working Practices which help the employees to better schedule their duties and safely complete their tasks. Every Work Instruction and/or Safe Working Practice must illustrate the sequence of steps to be followed before the task, during the process and after the completion of the task.

The Company's safety process ensures that where any hazards with significant associated risks for a task are indentified, it will first attempt to eliminate the hazard and secondly control the hazard wherever possible. If the hazard continues to exist a generic Safe Working Practice will be developed to ensure that the task can be completed safely.

These generic SWP's can be reviewed and supplemented to reflect local conditions and or customer requirement, however, any amendment to a SWP must not increase the risk to the employee performing the task.

A generic SWP is supplementary information to the training material developed for a specific task. Any local amendments must also be reflected in the local training program. The SWP's are now part of the Generic risk assessment process and as such any amendments must be reviewed by the Health, Safety and Quality Manager in cooperation with the Station or Department Managers.

In the event of a regulatory body has adopted a more specific practice than the one documented by the Company, then the more specific practice shall be applied and implemented as applicable.

The structure of a Safe Working Practice

As stated above, a Work Instruction and/or a Safe Working Practice must illustrate the sequence of steps to be followed before, during and after a task. As a supplementary to the already delivered training, it consists mainly of bullet points and short descriptions of these steps. An Indicative list of the information must include:

- The description of the task to be carried out.
- The use of Personal Protective Equipment supplied for the specific task.
- The preparation of the workplace and the equipment which will be used.
- The checks to be performed before the use of the equipment.
- The safety measures that are in place, in relation to the task.

Safe Working Practices – Index

S/N	Title	Issue Number	Date of Issue
1	Driving Airside	1.2	September 2014
2	Ground Power Unit (GPU)	1.2	September 2014
3	Ground Power Unit with APU Inoperative	1.2	September 2014
4	Fixed Electrical Power (FEGP)	1.2	September 2014
5	Air Starter Unit (ASU)	1.2	September 2014
6	Aircraft Pushback and Headset	1.2	September 2014
7	Aircraft Towing	1.2	September 2014
8	Potable Water Unit (PWU – WSU)	1.2	September 2014
9	Toilet Service Unit (TSU)	1.2	September 2014
10	Tow Tractors	1.2	September 2014
11	Belt loaders	1.2	September 2014
12	Passenger Stairs	1.2	September 2014
13	Loading Platforms	1.2	September 2014
14	Microlift – Ambulift	1.2	September 2014
15	Aircraft Pre-Arrival	1.2	September 2014
16	Aircraft Marshalling	1.2	September 2014
17	Aircraft Chocking	1.2	September 2014
18	Aircraft Coning	1.2	September 2014
19	Narrow-body Aircraft Loading	1.2	September 2014
20	Wide-bodied Aircraft Loading	1.2	September 2014