
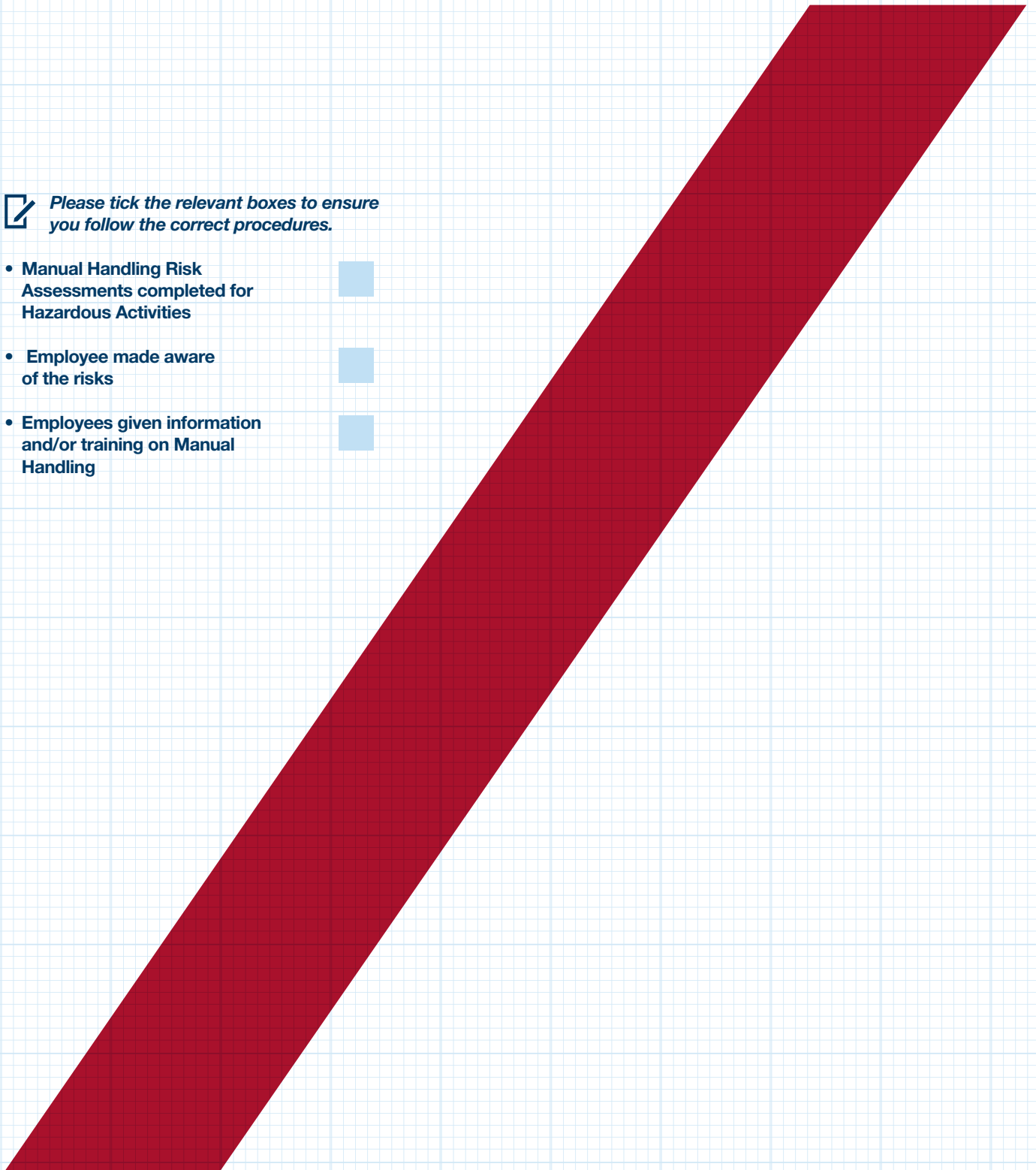


Guidance Tool: Manual Handling

 Please tick the relevant boxes to ensure you follow the correct procedures.

- Manual Handling Risk Assessments completed for Hazardous Activities
- Employee made aware of the risks
- Employees given information and/or training on Manual Handling



Guidance note eleven

Manual handling

Introduction

Injury caused by manual handling is a common occupational hazard. More than a third of injuries lasting more than three days reported to the Health and Safety Executive (HSE) each year arise from manual handling. Most injuries are to the back, though hands, arms and feet are also vulnerable.

It is this practices Policy under the Manual Handling Operations Regulations, manual handling is interpreted as the transporting or supporting of any load. Where it is not possible to eliminate hazardous manual handling, an assessment must be undertaken to determine the level of risk. Suitable controls must then be introduced to reduce the risk of injury. This will be achieved by the use of automation, mechanical aids or redesigning the system of work.

Assessing the risk

The assessment will take into consideration the task, the load, the working environment, the individuals capability and any other factors which may affect safe lifting and carrying (e.g. the use of PPE).

Task – when assessing the task, consideration will be given as to whether it involves any of the following:

- holding loads away from the body trunk;
- twisting;
- stooping;
- reaching upwards;
- large vertical movements;
- long carrying distances or up and down stairs;
- strenuous pushing or pulling;
- unpredictable movement of loads;
- repetitive handling;
- insufficient rest or recovery time;

Individual capability – when looking at an individual's capability ask “does the job”:

- require unusual capability;
- hazard those with a health problem;
- hazard those who are pregnant;
- call for special information/training.

The load – when assessing the load, you need to decide whether or not it is:

- heavy;
- bulky/unwieldy;
- difficult to grasp;
- unstable/unpredictable;
- intrinsically harmful (e.g. sharp, hot, etc.).

The working environment – when assessing the working environment, think about whether or not there are:

- constraints on posture;
- poor floors;
- variations in levels;
- hot/cold/humid conditions;
- strong air movements;
- poor lighting conditions.

The assessment(s) should be reviewed when there is a significant change in the:

- activity or process;
- working environment;
- numbers or abilities of personnel;
- nature of the load to be handled.

Information, instruction and training

There is no maximum weight that a person can be required to handle (although the guidelines below may be of assistance). Tasks should be assessed on the basis of an ergonomic approach to manual handling operations at the workplace (i.e. fitting the task to suit personal abilities and limitations).

Information and where required training in safe methods of lifting and carrying for those employees who undertake manual handling activities is given. Regular refresher information and or training will also be given.

Guidelines on safe lifting techniques are given below. It is important that all employees are familiar with this advice.

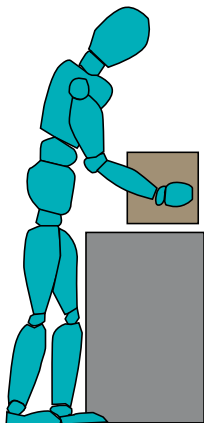
Just one wrong move can cause an injury !

- Be **AWARE** of the risks
- Think ahead **BEFORE** you start
- Take care **EVERY** time
- A risk assessment should be carried out for pregnant women, new mothers, young people or people with some existing health problems before they carry out any manual handling tasks

Prevention is better than cure

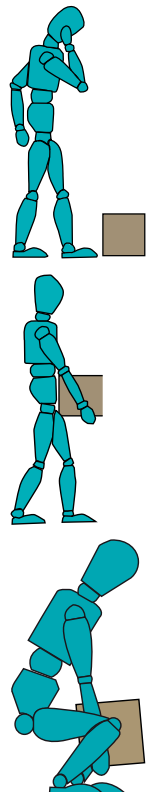
With proper training, appropriate equipment and a Safe Working Procedure, manual handling of goods should not result in injury. Remember some golden rules:

- **THINK** before you start the job - do you need to move it by hand?
- Only do what you are physically **CAPABLE** of doing safely following these guidelines
- Wear the proper **CLOTHING** especially footwear and gloves
- Always report any **HAZARDS** you encounter
- Exchange **INFORMATION** with others you work with and with your Practice Manager

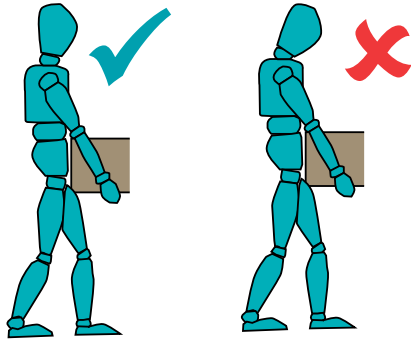


Lifting

- Don't rush into the job without thinking about the size, weight (refer to the guide over-page) and your personal capabilities
- If the load is heavy could it be split to make it lighter?
- Consider the shape of the load - and if there are any sharp edges
- Discard wrapping materials, etc. which could become unattached
- Ensure your route is free from obstructions
- Always get help if you are in any doubt about your ability to handle the object safely
- Stand close, feet apart, leading leg forward, bend your knees and keep your back straight - **DO NOT TWIST**
- Hold the load in a firm grip and use your legs to take the strain as you lift
- Do not jerk - keep the whole action as smooth as you can
- Keep the load close to your body, with the heaviest side towards you
- Take regular breaks when lifting over a long period of time, short breaks mean better performance in the long run, and you'll feel less tired
- If the load is not on the floor, bend at the hips to lift and remember to keep your back and head in a straight line



Carrying



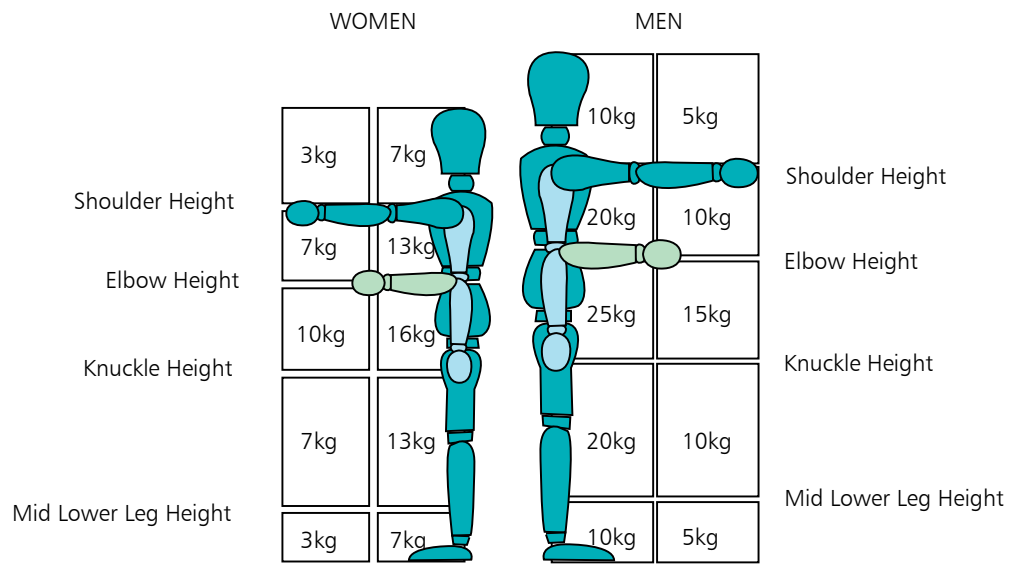
- Do not carry a load for long distances - use a mechanical aid where possible
- Avoid stairs where ever possible or store only light loads in upstairs storerooms
- Ensure your route is free from obstructions
- Learn to carry heavy loads correctly - close to the body with your arms tucked in
- Keep your head up
- Do not twist or jerk
- Never change your grip whilst carrying, always rest the load on a firm surface if you need to adjust your grip
- Make sure you can see where you are going

Think ahead BEFORE you start EVERY time

guideline weights

The diagram below shows a guideline weight for lifting and lowering in each zone. To make a quick and easy assessment you must :

- decide which box or boxes your hands pass through when moving the load;
- assess the maximum weight of the load - if it less than the figure given in the box, the operation is within the guidelines but make sure THIS IS WITHIN YOUR OWN CAPABILITY;
- if your hands enter more than one box during the operation, use the smallest weight. Use an in-between weight if your hands are close to a boundary between boxes;
- the guideline weights assume that the load is grasped with both hands and the load has no unusual characteristics;
- reduce the guideline weights if you must twist during the operation - reduce by 10% if you twist beyond 45° and by 20% if you twist beyond 90°



**Insert your practice manual
handling assessments here**
