

To progress through the presentation use your scroll wheel on your mouse or alternatively use your “Page up or Page down” buttons on your keyboard.

At the end of this presentation close the presentation screen in order to take the test.








## Health & Safety and Employment Law






# Manual Handling

Health and safety training for  
employees






# The definition of Manual Handling

-  The transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force.
-  A “load” includes people or animals.
-  Exception: a load is not a tool being used for its normal purpose, e.g. a chainsaw in normal use is not a load.

# Why is Manual Handling an important health and safety topic?

-  Fact:- It is the biggest single cause of employee absence, around 30% of all RIDDOR reportable accidents.
-  Fact:- Around 4.9 million work days are lost as a result of back pain.
-  Fact:- The HSE estimate that the annual cost to the NHS and UK industries of back pain is 5 billion pounds.



# Typical injuries caused by Manual Handling include: -

-  Musculoskeletal Disorders (MSD's).
-  Broken bones (by falling loads).
-  Hernias.
-  Cuts or bruising (e.g. from sharp objects or trapping).
-  Spinal disc degeneration.





# The Manual Handling Operations Regulations require employers, so far as is reasonably practicable, to:

-  **Avoid** manual handling operations.
-  **Reduce** the risk of injury from hazardous manual handling operations.



# The Manual Handling Assessment

- ❗ Where the risk of injury from manual handling operations cannot be avoided those tasks MUST be assessed.
- ❗ Manual handling assessment should include: -
  - The task
  - The load
  - The working environment
  - The individual's capability



# Eliminating or Controlling Risks

Ⓢ Risks can be eliminated by considering:-

- If the loads need to be moved at all, or
- If mechanical lifting equipment can be used, e.g. fork lift trucks, conveyor belt.

Ⓢ Where risks cannot be eliminated, control measures should be in place to reduce the risks to the lowest reasonably practicable level.

## Controlling risks: -

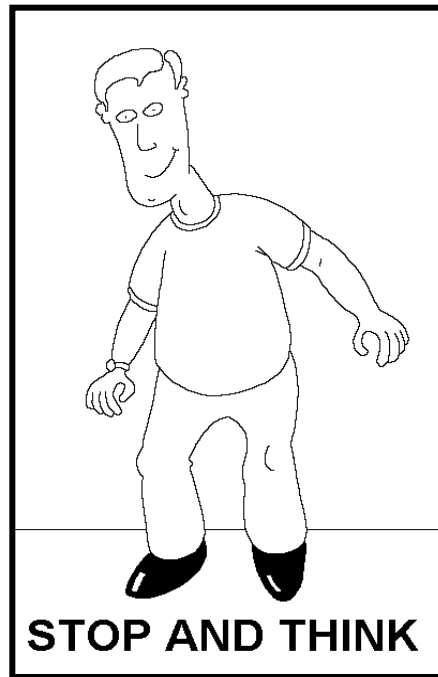
 Examples of controls include: -

- Breaking down loads to more manageable, lighter ones
- Storing heavy items at lower levels
- Training on safe manual handling techniques
- Displaying the weight of loads
- Improving the working environment, e.g. better lighting and even flooring.





# Handling Techniques - lifting

- ② Good handling techniques alone cannot guarantee injury free manual handling but will help to minimise the risk of harm.
- ② The following slides show techniques that can be used and applied to all lifting tasks.

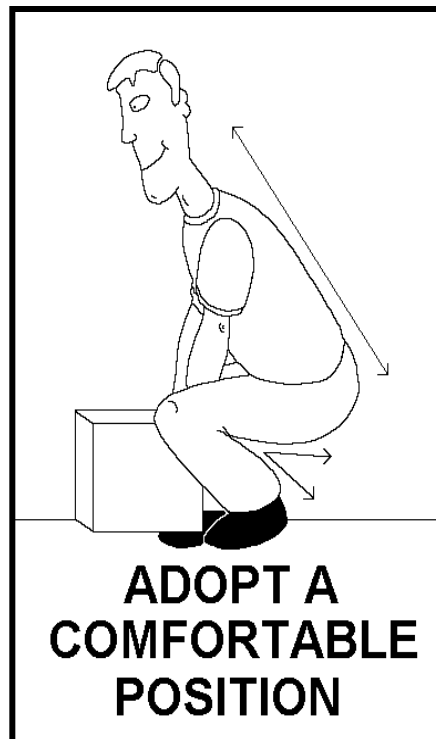
# Stop, think and plan the lift






# Stop, think and plan the lift

-  Think about where the load needs to be placed.
-  Be aware of any sharp edges or loads which are hot or cold, which can affect your ability to grip firmly.
-  Are there any obstructions en-route?
-  Can you undertake the lift on your own? – see Team Lifting.

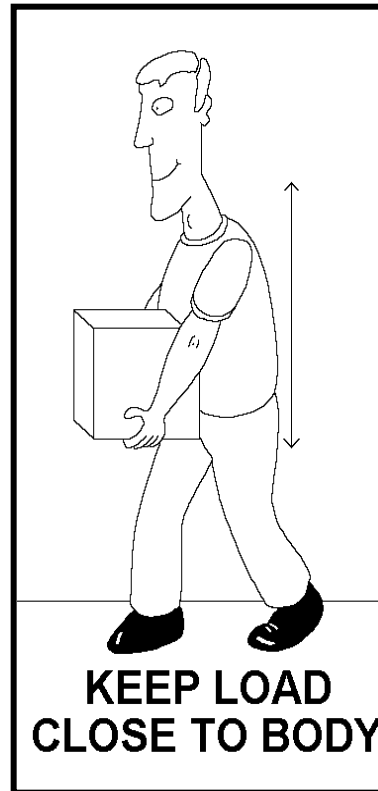
# Adopt a stable and comfortable position



# Adopt a stable and comfortable position




-  Feet should be shoulder width apart; one leg slightly bent forward to maintain balance.
-  Move feet as necessary during the lift to maintain stability.
-  Ensure any clothing or PPE does not prohibit the lift.

Get a good hold of the load and keep  
it close to the body

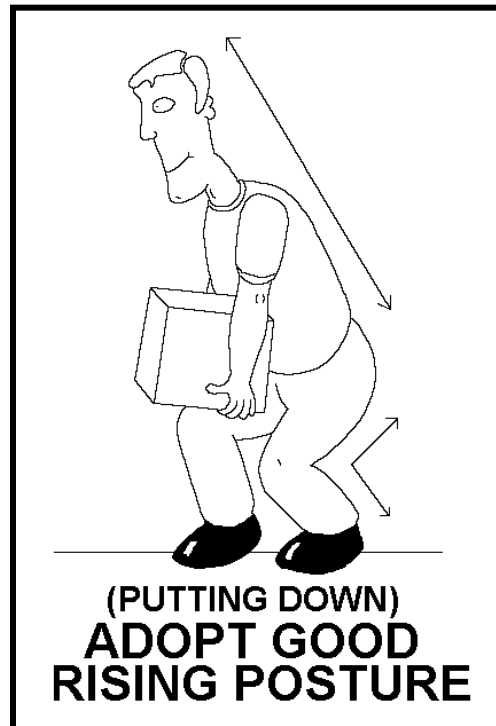




# Get a good hold of the load and keep it close to the body

-  Where possible, keep the load as close as possible to your body.
-  Keep the heaviest side of the load close to your body.
-  Avoid lifting by just hands and arms.

# Adopt a good posture

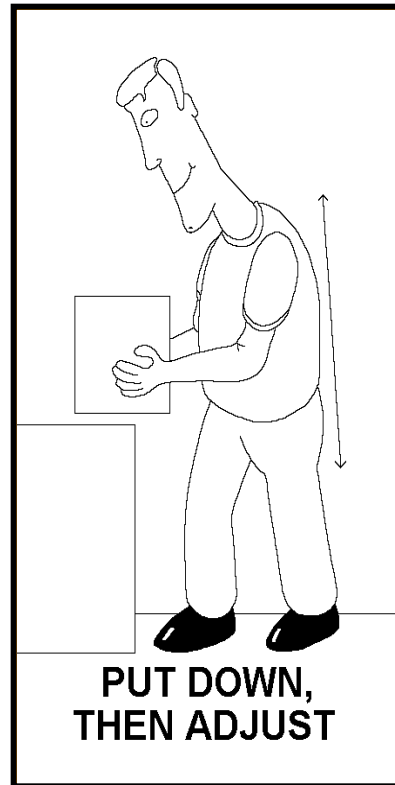


# Adopt a good posture

- ② With your back, hips and knees slightly bent start to lift the load (using the leg muscles as the main force).
- ② Your back should maintain this posture during the lift.
- ② Avoid squatting, stooping, twisting and leaning sideways.
- ② Keep shoulders level and facing the same direction as the knees.
- ② Move feet whilst turning.



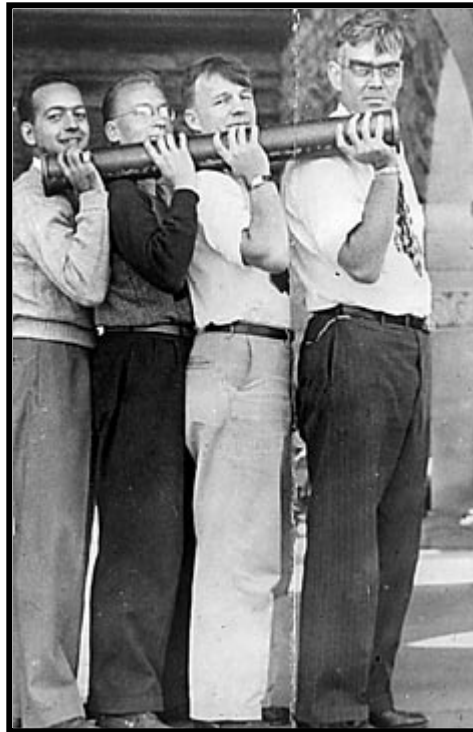
# Put down the load and then adjust it



# Put down the load and then adjust it

- ② Where possible set the load down at waist height.
- ② Then slide the load into the required position.

# Team Lifting



# Team Lifting

- ② Team lifting involves two or more people.
- ② It is considered a good method for reducing the risk of injury when handling heavy loads.
- ② Be aware that, generally, a two team lift will have only two thirds the capacity of their individual strengths.
- ② A three team lift will have only half the capacity of their individual strengths.






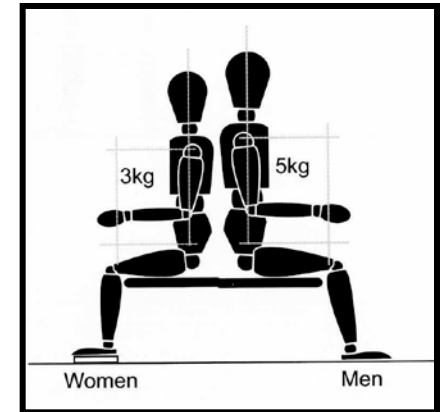
# Team Lifting

- ② When organising a team lift, try to match the team members' : -
  - Height
  - Weight and
  - Lifting capabilities.
- ② Ensure the lift is actually co-ordinated, e.g. one team member should take command and issue instructions to the others, e.g. “ready and lift”.





# Handling Whilst Seated

-  Handling loads in a seated position means that powerful leg muscles are not used to aid lifting and balance.
-  Abdominal and arm muscles will do the extra work instead.
-  This can lead to cumulative strain or fatigue.




# Handling Whilst Seated

-  It is recommended that the load does not exceed 5kg for an average man or 3kg for an average woman.
-  The load should be handled in a work zone that does not require: -
  - reaching
  - stretching or
  - stooping.




# Pushing and Pulling

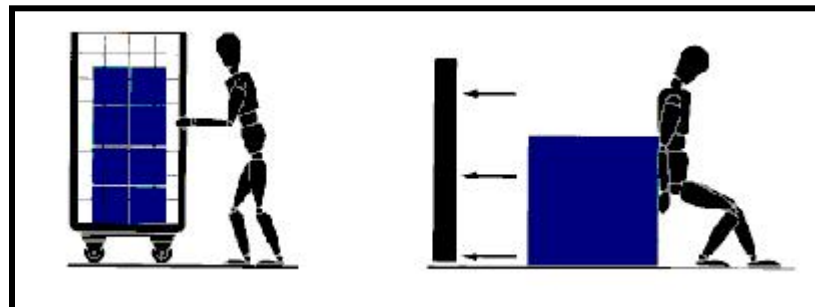
- ② Using mechanical aids such as trolleys and pallet trucks can reduce the risk of harm lifting and carrying.
- ② However, incorrect use of these aids can also cause injury.

# Pushing and Pulling




-  When using a mechanical aid you should: -
- Ensure that the equipment has been regularly checked and maintained.
  - Visually check the equipment prior to use.
  - Position it at a height between shoulders and waist.
  - Avoid pushing or pulling the equipment for prolonged periods.
  - Avoid manoeuvring heavy loads up or down a sloping floor, where possible.

# Pushing and Pulling





-  Ensure that surfaces are even/in good condition.
-  Ensure you have good visibility.
-  Use trolleys which are easier to control, e.g. those with large wheels or with wheels that can maintain a direction.



# Manual Handling – Employees Responsibilities

-  Follow instructions, training and safe systems of work.
-  Wear any personal protective equipment (PPE) as instructed in the safe system of work/risk assessment.
-  Make proper use of any mechanical aids provided and on which trained.

# Manual Handling – Employees Responsibilities

-  Report faulty mechanical aids immediately to supervisor.
-  Observe your duty of care to yourselves and others.
-  Do not undertake any manual handling task that you believe is beyond your individual capability.
-  Report any injuries, accidents/near misses to your supervisor.

