

Safe Manual Handling

Overview

Over a third of accidents arise from manual handling activities and, if these, staff affect the back.

Key safety measures to reduce the risk

These regulations are intended to reduce the risk of injury to employees when carrying out manual handling, which is defined as physical activity that involves lifting, lowering, pushing and pulling.



Typical manual handling injuries include:

- Damage to ligaments and tendons
- Sprains or strains
- Bruised skin
- Fractures

The human body:

The back is composed of a series of short, cylindrical bones separated by cushioning discs. Tendons and muscles support the spine, and your requirement is a warning that this is a vulnerable part of the body.

Risk Assessment

There is the process of identifying any hazards and assessing how they arise. It then allows a range of control measures to be devised and applied, which will manage the danger to an acceptable level. Such an assessment must be carried out by a competent individual familiar with the legal requirements and the tasks undertaken. Where there are 5 or more employees, assessments must be written down.

The assessment should consider risks to the '5 R's' format:

Risk

- Can mechanical aid be employed?
- Can working or handling techniques be reduced?
- Can repetitive lifting or tasks where loads must be lifted/tied?
- Will there be posture problems such as the need to hold loads away from the body?

Repetition

- Can the worker have any health issues?
- Are postural problems involved in lifting?
- Does the load require constant rehandling?

Reach

- Are there awkward or handle or face up?
- What is the weight?
- Is the load awkward?

Restlessness

- Are there issues with temperature, too high or low?
- Are there irregularities in the floor?
- Is there enough light?
- Is the weather (even a problem) with too high winds?



Employer & Employee Duties

Employers:

- Must assess the level of risk faced by their employees
- Must implement a safe system of work based on the assessment
- Must assess manual handling when reasonable assistance or automation can be employed
- Must reduce any residual risk as far as is practicable
- Must provide relevant information and training
- Must assess equipment and work systems

Employees:

- Must adhere to the safe system of work
- Must use the equipment and systems provided
- Must undertake training offered by the employer
- Must report any problems to the company or supervisor

Prevention of injury:

- In order to safeguard yourself you should:
 - Lifting the weight with your arms and in line with the spine, not in front
 - Use your feet to push or pull
 - Keep your back straight at all times
 - Always be aware of your balance
 - If you feel your back ache immediately and seek medical aid
 - Report any incidents which give rise to pain



Good Handling Technique

Planning

- Can I handle the load?
- Are any lifting aids available?
- Do I need help?
- What obstacles are in my way?
- Do I have any personal problems my employer must be aware of?

Posture

- Keep feet apart with one foot leading the other
- Keep the spine straight and shoulders level
- Bend from the knees - do not bend over the back

Grip

- Ensure a secure grip on the object being moved
 - Wear good footwear
 - Use any handholds provided

The lift

- Keep the chest forward
- Use your 'toes' - lift progressively
- Use the legs to lift, not the back
- Keep the load right against the body with any hands or arms available
- Turn from the feet, not by twisting
- If necessary, use the feet to adjust your grip



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