

## Working Safely

### MANUAL HANDLING

**Problem:** The majority of accidents are caused because of poor manual handling

**Purpose:** To give all employees a refresher into the basic requirements required for safe manual handling.

#### The Manual Handling Operations Regulations

Basic Principles of the Regulations...

- Employers must avoid the need for employees to undertake any manual handling operations at work that involves the risk of injury, so far as is reasonably practicable
- Where it is not reasonably practicable to avoid the manual handling operations then an assessment of the risk of injury must be undertaken
- The employer must take appropriate steps to reduce the risk of injury when undertaking manual handling operations to the lowest level reasonably practicable
- Schedule 1 of the regulations states the factors that must be considered in a manual handling risk assessment i.e. the task, load, environment and individual

#### Manual Handling Aids Can Reduce the Risk of Injury



**Sack Trolley or Wheel**

#### Planning

Good planning and preparation can significantly reduce the risk of injury e.g. :-

- Position the material as close as possible to the job to limit the carry
- Satellite material stores or compounds for frequent jobs in remote areas to reduce handling
- Provide sufficient labour to lift materials safely
- Specify the safest route to avoid uneven surfaces, ramps, stairs etc...

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### Step 1 - Stop & Think

- Plan the lift
- Where is the load going to be placed?
- Are there any handling aids I can use?
- Is the load safe can it damage me?
- Is it stable can the contents move?
- Will I need a rest mid-way or to adjust my grip?
- Do I need help?
- What is my route like?
- How can I get close to the load?

### Step 2 - Place the Feet

- Have the feet apart giving balance and a stable base for lifting (tight clothing and unsuitable footwear makes this difficult).
- Place the leading leg as far forward as is comfortable



### Step 3 - Adopt Good Posture

- Bend the knees and grasp the load as near level with the waist as possible
- Do not kneel or overflex the knees
- Keep a straight back maintaining its natural curve
- Tuck in the chin while gripping the load helps
- Lean forward over the load if necessary to get a good grip
- Avoid twisting, try to keep the shoulders level and facing the same way as the hips



### Step 4 - Get a Firm Grip

- Try to keep the arms within the boundary formed by the legs
- Ensure you get a firm grip
- The grip depends upon the circumstances and personal preference
- A hook grip is less fatiguing than keeping the fingers straight
- Alter the grip if necessary but do it as smoothly as possible



### Step 5 – Don't Jerk

- Carry out the lifting movement smoothly
- Raise the chin as the lift begins
- Use your legs
- Keep control of the load throughout the lift

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### Step 6 – Move the Feet

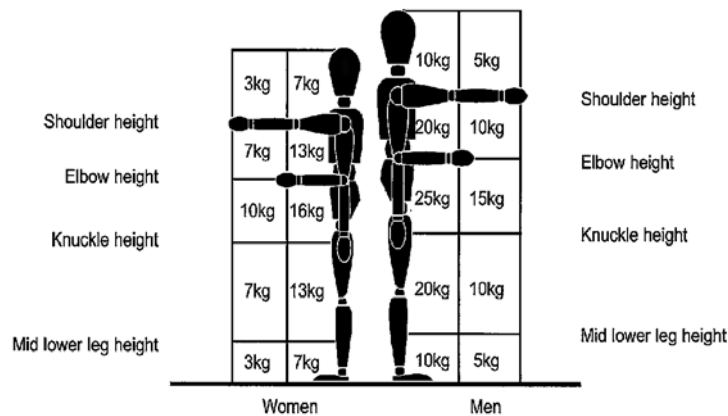
- Don't twist the trunk when turning to the side

### Step 7 – Keep the Load Close

- Keep the load close to the trunk for as long as possible
- Keep the heaviest side of the load next to the trunk

### Step 8 – Put Down Then Adjust

- If a precise position of the load is necessary, put it down first and then slide it into position



### Maximum Loads

- The regulations do not stipulate a maximum load
- The maximum load an individual can safely handle depends upon their physical capabilities
- At Pop-Up Products Limited we recommend as a general guideline that a reasonable load for an individual should not be more than 25kg
- For example if the load weighs 40kg and all other steps have been considered to eliminate or reduce the risk of injury, then it should be handled by at least 2 people using the correct handling technique
- Unwieldy loads such as a long pole ladder should not be handled by 1 person only
- Maintaining good standards of housekeeping is very important in reducing the risk of injury in the workplace environment
- Slips, trips and falls when carrying out manual handling operations are all too common

