

# Safe Manual Handling

## Overview

Over a third of accidents arise from manual handling activities and lift/lifts, but often the facts:

### For manual handling equipment regulations (L2)

These regulations are intended to reduce the risk of injury to employees when conducting work involving 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
- Strain or sprain
- Bruised skin
- Haemorrhoids

### The human body

The back is composed of a series of short, curved bones separated by cushioning discs. Tendons and muscles support the spine, and your responsibility is ensuring that the spine is not out of shape.

## Risk Assessment

This is the process of identifying any potential risks and assessing how they arise. It then allows a range of control measures to be devised and applied, which will manage the risks to an acceptable level. Such a assessment will be carried out by a competent individual familiar with the legal requirements and the tasks undertaken. When this is done for most organisations, assessments should be written down.

### The assessment should consider risks to the '5 Ds' format:

#### Load

- Is the mechanical unit too complex?
- Is an existing or existing instrument too awkward?
- Can operators be trained to use it safely?
- Will there be any problems with the need for additional help from the body?

#### Individual

- Can the worker have any health issues?
- Are any special features included in design?
- Can the technique control loading?

#### Task

- Are there issues with temperature, height or load?
- What is the angle?
- What is the weight?

#### Environment

- Are there issues with temperature, height or load?
- Are there regulations in the field?
- Is there enough light?
- Is the weather (or a problem) with a high wind?



## Employer & Employee Duties

### Employers

- Must ensure the level of risk faced by their employees
- Must implement a safe system of work based on the assessment
- Must avoid manual handling where reasonably practicable or automation can be employed
- Must reduce any residual risk so far as is practicable
- Must provide relevant information and training
- Must assess movements and work systems

### Employees

- Must adhere to the safe system of work
- Must use the equipment and systems provided
- Must understand warning/affordance of the equipment
- Must report any problems to they with the company premises

### Prevention of injury

- In order to reduce the risk of injury you should:
- Only lift weights within your ability and in line with the guidelines given in training
- Maintain good posture at all times
- Always be warm-up before strenuous work
- If you feel pain, feel numb, dizziness and loss of coordination
- Reporting any incident which gives 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 that prevent me from working safely?

### Posture

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

### Use

- Ensure a secure grip on the intended equipment
- Use your fingers
- Use any handles provided

### Finish

- Place the object ground
- Do not 'reach' - all movements
- Use the legs to lift the load
- Rotate the load slightly against the body with any heavy equipment
- Do not turn the load by twisting
- If necessary, set the feet down to adjust your grip



# Manual Handling Test Word Document

**Educational Testing Service**



## Manual Handling Test Word Document:

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