

Safe Manual Handling

INTRODUCTION

LEGISLATION

From 2001, a UK Government report on the health and safety of those who work in the warehouse industry has led to the introduction of new regulations on safety in the workplace. These are: The Manual Handling Operations Regulations 1992 (MHSR), The Health and Safety (Offshore Activities) Regulations 2002 (OSAR) and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). The purpose of these regulations is to reduce the number of workplace accidents from their present level.



TYPES OF INJURY

The back is a series of bones with a thin, fibrous outer covering. These are ligaments and muscles, which support the spine. There is a small amount of flexibility to each part, which enables them to bend.

The types of injury that occur are:

1. Strain, both muscular and those that occur over time due to repeated movements.
2. Sprain, cut and laceration, fracture and dislocation due to force.

Anywhere in the musculo-skeletal system can be injured.



RISK ASSESSMENT

The purpose of a risk assessment is to:

1. Identify hazardous activities by looking at the **Task, Individual, Load** and the **Environment**. This is done either on a job by job basis, or look at the working conditions and the nature of the activities over a period.

The person carrying out the assessment should be:

1. Qualified and **Not** responsible for health and safety in their organization (i.e. Not Manual Handling Operations Regulations (MHSR) approved) and not an employer or worker.
2. Familiar with the processes being carried out.
3. Competent to carry out the task.



LOAD

- Is the object heavy?
- Is it bulky?
- Can you grip it, or is it slippery?
- Are there obstacles in your way (e.g. uneven floor, clutter, etc.)
- Is it awkward to lift or set down?
- Is it obstructed by other loads or equipment?

The assessment should be carried out and the recommendations used upon other hazardous practices.

TASK

The whole task should be looked at from the beginning to the end. Some of these aspects need to be considered:

- Is it necessary?
- Can it be done by one of the workers?
- Can it be done by one of the workers who is best suited to the task?
- Can lifting or carrying be avoided?
- Is a trolley, hoist or other lifting device available?
- Can the object be moved to a better position to be lifted or set down?



INDIVIDUAL

- Is the worker fit and fit enough to carry the load?
- Does it require unusual strength?
- Has the worker had any previous injuries?
- Has the worker had any previous training?
- Has the worker had any previous accidents?
- Has the worker had any previous medical problems?



ENVIRONMENT

- Is there enough space?
- Is it possible that the floor conditions may be wet?
- Are there any obstacles in your way (e.g. clutter, uneven floor, etc.)
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EMPLOYERS & EMPLOYEES

EMPLOYER DUTIES

1. Assess the risks that will arise with all manual handling activities occurring in the workplace.
2. Plan a safe system of work.
3. Provide training for all employees working in the workplace.
4. Monitor any activities that are an ongoing activity.
5. Provide information and training.
6. To ensure the manual handling is carried out in a way that is safe and sound.



EMPLOYEE DUTIES

1. Follow a safe system of work.
2. Take control of any equipment provided by the employer in the workplace.
3. Report any equipment that is damaged.
4. Do not allow equipment to be used in a way that is not intended.
5. Report any equipment that is damaged to the employer.



PREVENTING BACK PAIN

- As well as the precautions above there are actions that you can take to help prevent back pain. These are:
1. Avoid carrying heavy loads.
 2. Do not carry heavy loads for long periods.
 3. Do not carry heavy loads for long periods.
 4. Do not carry heavy loads for long periods.
 5. Do not carry heavy loads for long periods.
 6. Do not carry heavy loads for long periods.
 7. Do not carry heavy loads for long periods.
 8. Do not carry heavy loads for long periods.
 9. Do not carry heavy loads for long periods.
 10. Do not carry heavy loads for long periods.

HANDLING TECHNIQUES

Think - PLAN

- Where will I get it?
- What is it like?
- What is the object?
- Are there any other workers?
- Is it heavy?
- Do I need to control any obstructions?



Think - GRIP

- Does it grip to move?
- Are there obstacles in your way?
- Is the floor wet or oily?
- Are there any other workers?



Think - FEET

- Don't carry a load behind you.
- Don't carry a load in front of you.
- Don't carry a load in front of you.
- Don't carry a load in front of you.
- Don't carry a load in front of you.



Think - FEELING

- Keep the spine in its normal alignment.
- Don't bend the lower back or put your feet back.
- Keep shoulders and knees in normal alignment.
- Keep the shoulders back.



Think - LIFT

- Use a trolley.



General Manual Handling Policy

Ying Liu



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