

4.11 Manual Handling

4.11.1 INTRODUCTION

Manual handling is possibly one of the most common work place activities. A vast number of workers carry out manual handling tasks each day, of varying degrees of difficulty and involving a wide variety of loads. Not surprisingly therefore, manual handling is a common cause of work related injury. Typical injuries caused by poor manual handling include sprains and strains (particularly of the back), cuts, bruises, fractures and even amputations. Physical impairment and permanent disablement can be the ultimate result of poor manual handling.

4.11.2 HAZARDS

Personal injury as a result of incorrect handling procedure.

4.11.3 WORK ACTIVITIES

- Lifting and carrying loads at work
- Lifting and carrying deliveries of goods, including groceries and food provisions
- Lifting and carrying office equipment and supplies

4.11.4 SAFE WAYS OF WORKING

4.11.4.1 Lifting Loads

The Regulations covering manual handling prohibit the employment of any person to lift, move or carry a load so heavy that it would be likely to cause injury. This seemingly looks only at weight as a measure, but other factors of the load must also be assessed. For example, the awkwardness, size (i.e. dimensions), bulk, whether the load can move around (i.e. liquids) may all present additional risk to the health and safety of employees attempting to lift them.

There are three main principles to good manual handling operations and these are as follows:

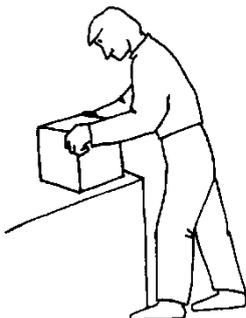
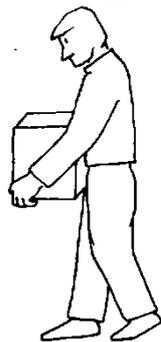
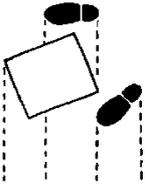
1. AVOID manual handling operations where possible.
2. ASSESS any hazardous operation that cannot be avoided.
3. REMOVE or REDUCE the risk of injury, using an assessment of the job activity as the basis for action.

Before attempting to move any load you should refer to the Bryn Melyn Care guidance on safe lifting which is a flow diagram taking a step-by-step approach to lifting a load – see over page.

GOOD HANDLING TECHNIQUE

—Stop and think.

- Do you have to lift and carry?
- Can an aid be used?
- How will you lift it.?
- Where will it go?
- Is it too heavy just for you?
- Is the route you will take ok?
- Do you need PPE, gloves or other?



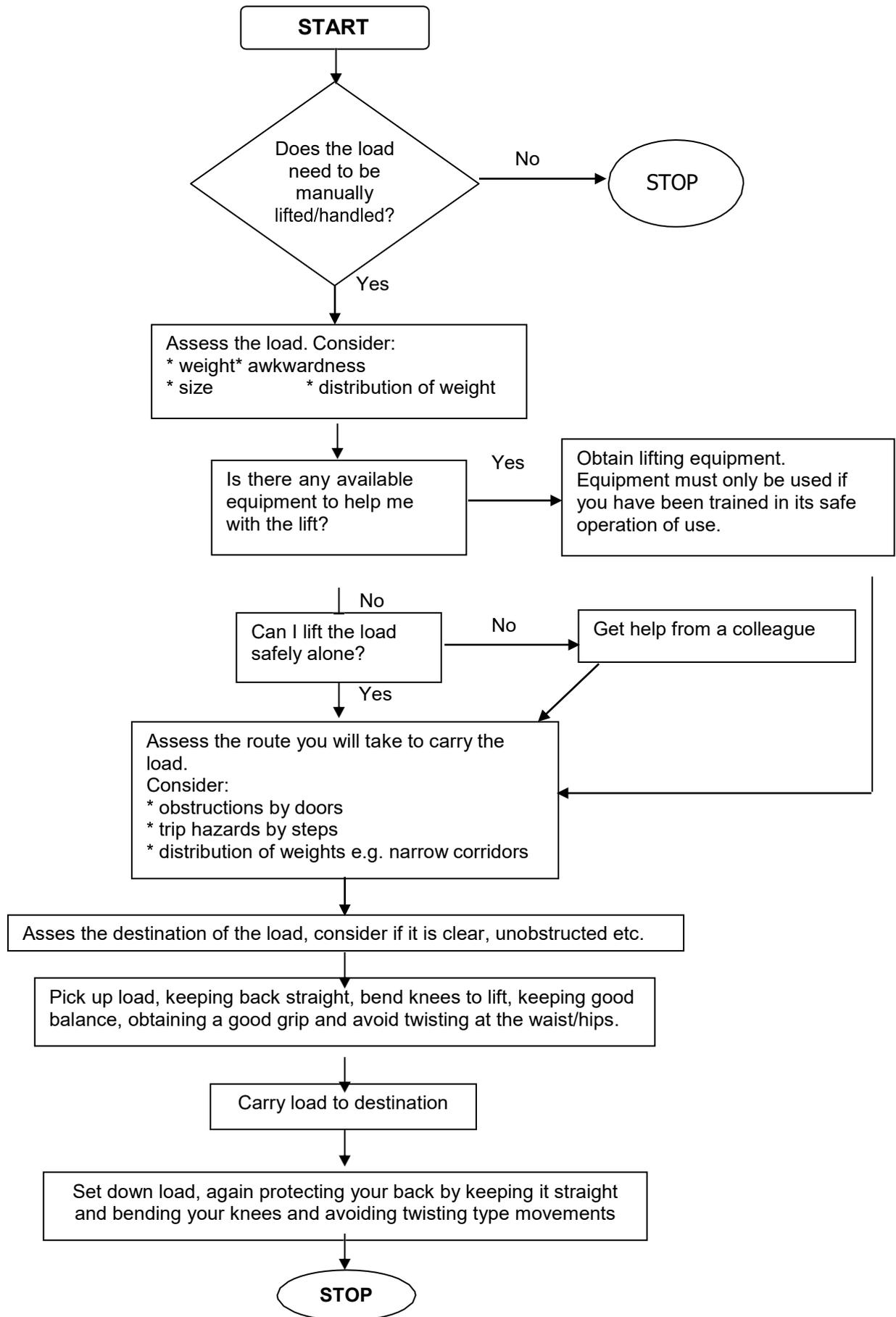
- Place the feet apart, giving a balanced and stable base for lifting (tight skirts and unsuitable footwear make this difficult).
- Leading leg as far forward as is comfortable.
- **Bend the knees** as far as is comfortable.
- Keep the back straight.
- Stomach in.
- Lean forward a little over the load to get a good grip. Keep shoulders level and the same direction as the hips.
- **Take a secure grip** that suits you.
- If it is necessary to vary the grip as the lift proceeds, do this as smoothly as possible or you could wrench a muscle.

Don't jerk. Carry out the lifting movement smoothly, keeping control of the load.

- Move the feet. **Don't twist the body** when turning to the side.
- Keep close to the load. Keep the load as close to the body as possible.
- Keep the heaviest side of the load next to the body.

Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

Safe Lifting Assessment



Revision History

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