

What is Manual Handling?

Manual handling is the lifting, lowering, pushing, pulling, transporting and supporting of a load. It also includes intentional throwing and dropping of a load

Throughout your life span you will have to lift, lower, carry, push, pull, transport, support and throw various items.

Before you do any manual handling activity you will need to undertake a personal risk assessment (PRA).

The Personal Risk Assessment is a mental assessment of risk undertaken before you start carrying out any manual handling activity –
(STOP-THINK- PLAN – ASSESS)

Factors to be considered when making a Personal Risk Assessment:

TASK – What is the task?

INDIVIDUAL – Think about yourself

LOAD – What is the load?

ENVIRONMENT – What is the environment?

OTHER – Any other factors which need to be considered?

The Task - What needs to be done?

- Where does the object need to be moved from/to?
- Is the move necessary?
- Is it possible?
- Is it reasonable?
- Is it practicable?
- Is there a safer way?

Does the Task involve?

- holding loads away from the body?
- twisting, stooping or reaching upwards?
- Large vertical movements?
- Long carrying distances?
- Strenuous pushing and pulling?
- Unpredictable movement of loads?
- Repetitive handling
- Insufficient handling
- Insufficient rest or recovery time?
- A work rate imposed by a process?

Individual

- Can you undertake the move on your own, in a comfortable way?
- Do you need help?
- Do you need equipment?
- Are you fit?
- Are you wearing the right clothes and shoes?
- How many people are specified in the formal risk assessment?

Does the task involve?

- unusual capability
- endanger those with a health problem
- endanger pregnant women?
- call for special information and training?

Load

- How heavy is the object?
- Consider size, shape, stability, weight distribution, movement of load and temperature
- Is it comfortable to hold?
- How far do you have to carry the object?
- Which is the safest way?

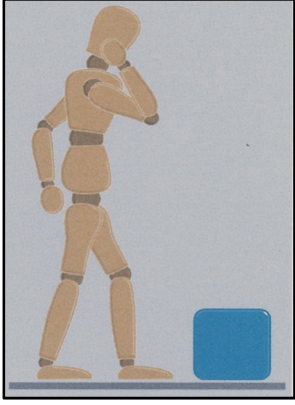

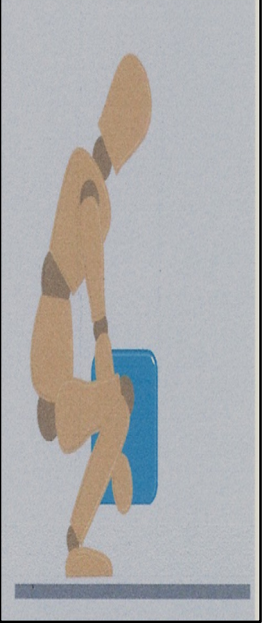
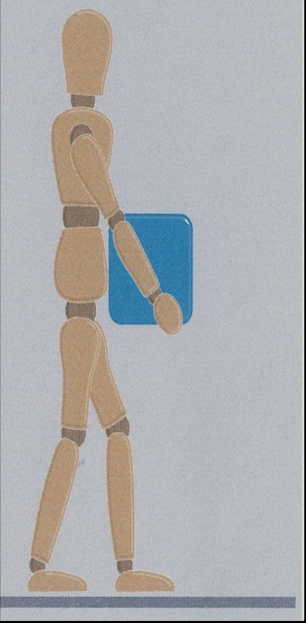
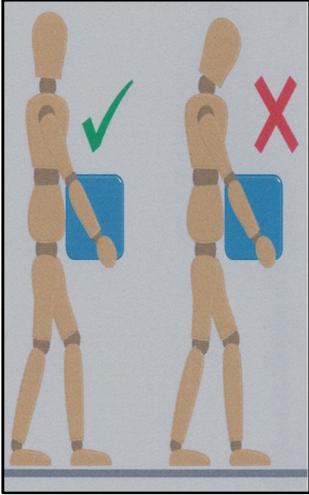
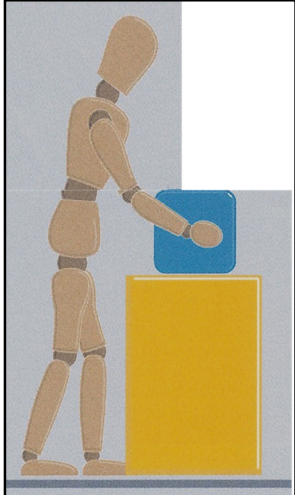
Environment

- Is there enough room?
- Is there sufficient light?
- Is the floor safe? (dry not slippery, obstacles along the route removed)
- Are there any steps? How many and where?
- Weather conditions – windy or wet weather
- Temperature – cold, hot, humid?
- These are some questions you should ask yourself before, undertaking any moving and handling activity. You may think of others, the point is to think and plan and reduce the risk to yourself and your workmates.

Other – Any other factors which need to be considered?

- Is protective gear (PPE) needed?
- Does clothing or PPE hinder movement?
- Is correct PPE being used?
- Are mechanical aids being used? If so, are they in good working order and appropriate for the task

Basic Principles of Manual Handling

<p>1.</p> 	<p>STOP, THINK, PLAN, ASSESS</p>	<p>2.</p>  <p>Ensure you have a Wide /stable Base whenever your lifting or lowering</p>
<p>3.</p> 	<p>Ensure that the load is close to the body</p> <p>Your hips and Knees are flexed</p> <p>Spine in Line - (look up as you lift /lower)</p> <p>Good firm hold underneath the box</p>	<p>4.</p>  <p>Keep the Load close to your body in front at an appropriate height.</p>
<p>5.</p> 	<p>When carrying the item keep your Spine in Line (Head up)</p>	<p>6.</p>  <p>When lowering the load, face the area use a wide stable base, flex your hips and knees when lowering. Position the load after lowering</p>

Carrying a Load

- Keep load close to body
- Keep elbows by your side to avoid fatigue to your neck and shoulders
- Don't change your grip when supporting the load.
- If you need to change your grip - set the load down
- Face the direction you're traveling - make sure you can see where you are going
- Avoid twisting the body
- Plan your task. Do you have to go up steps or ramps? Consider the weather conditions.

Supporting

- Correct Grip:
- Take a firm grip by using the palm of the hands and roots of the fingers
- Support loads with arms if possible
- Support loads from underneath – supporting with the fingertips will make you carry the load higher than necessary

Taking weight on fingertips can cause pressure and strain the muscles and tendons in the arms and shoulders

One Arm Lifts

These are not recommended, If however, these cannot be avoided:

- Shoulders and pelvis should be level so that the spine is not twisted or leaning sideways
- Position load in front of body, not at the side.
- Position feet either side of load
- Lift using hips and knees with spine in line
- Switch hands regularly

Always avoid using poor postures – twisting, stooping, unbalanced postures, over-reaching, top heavy bending, bending backwards, leaning to one side, lifting with the fingers