

Manual Handling Briefing

The basic guideline figures for identifying when manual lifting and lowering operations may not need a detailed assessment are set out below.

If the handler's hands enter more than one of the box zones during the operation, the smallest weight figures apply. It is important to remember, however, that the transition from one box zone to another is not abrupt; an intermediate figure may be chosen where the handler's hands are close to a boundary. Where lifting or lowering with the hands beyond the box zones is unavoidable, a more detailed assessment should always be made.

Manual Handling Guidelines for Lifting and Lowering

3 Kg	7 Kg	10Kg	5Kg	Full Height
				Shoulder Height
7 Kg	13 Kg	20Kg	10Kg	Elbow Height
10 Kg	16 Kg	25 Kg	15 Kg	Knuckle Height
7 Kg	13 Kg	20 Kg	10 Kg	
3 Kg	7 Kg	10 Kg	5 Kg	Mid-lower Leg
Women		Men		

The values are approximate values only for men and women. Each manual handling activity should be assessed on its individual merits and utilising the mnemonic **TILE**.

Manual handling is a major problem in most industries. Activities that involve lifting, pushing, pulling, supporting, transporting and carrying of loads can cause physical injury. Risk is increased if these activities additionally involve twisting or turning movements.

Some examples of potentially hazardous manual handling are:

- Lifting and carrying loads in workshop or on site.
- Handling heavy tools in workshop or on site.
- Loading and unloading materials/equipment from vehicles.
- Carrying heavy loads over long distances.
- Lifting and carrying heavy loads.
- Handling materials/ tools/ equipment in restricted areas.
- Loading or feeding materials/components into machinery.

The Manual Handling Operations Regulations 1992 (amended 2002) requires **Employers** to:

- Avoid manual handling jobs which involve a risk of injury to its operatives, as far as is reasonably practicable.
- Assess the risk of injury in relation to the load, the task, the working environment and the capabilities of the individual. Reduce the risk of injury from hazardous manual handling, as far as is reasonably practicable.
- Provide information and training regarding safe working.
- Where someone has suffered a manual handling injury the task should be reassessed before workers return to that task.

As an employee or contractor you have responsibilities that can help you reduce the risks by taking some simple steps such as:

- Speak to your Supervisor / Manager if you are concerned about particular manual handling operations.
- Co-operate with your Employer on any new ways of working introduced to reduce the risk.
- Make proper use of any equipment provided for your safety; and make effective use of any equipment provided by your Employer.
- Carry out manual handling tasks in accordance with your training or briefings.

Hazards to consider when Manual Handling

<p>Task</p> <ul style="list-style-type: none"> • Carrying distances • Distance from the body • Fatigue • Movement of the load • Reaching upward • Recovery and rest • Repetition • Stooping • Twisting • Vertical movements • Work rate 	<p>Load</p> <ul style="list-style-type: none"> • Bulky or unwieldy • Hand-holds • Heavy • Intrinsic hazards • Stability
<p>Individual</p> <ul style="list-style-type: none"> • Capabilities • Health problems • Pregnant • Young workers 	<p>Environment</p> <ul style="list-style-type: none"> • Air movement / winds • Slip / trip and fall risks • Thermal comfort

Remember... **TILE**

Good handling technique

Stop and think:

- Plan the lift
- Where is the load to be placed?
- Use appropriate handling aids if possible
- Ask for assistance if required
- Beware of obstructions and underfoot conditions



Adopt a good posture:

When lifting from a low level

- Bend the knees but do not kneel or over flex the knees
- Keep the back straight, maintaining its natural curve
- Lean forward a little over the load if necessary to get a good grip
- Keep the shoulders level and facing in the same direction as the hips

Position the feet:

Feet apart, giving a balanced and stable base for lifting. Leading leg as far forward as possible and if possible, pointing in the direction you intend to go.



Get a firm grip:

Try to keep the arms within the boundary formed by the legs. The grip must be secure, if you need to vary the grip as the lift proceeds, do it as smoothly as possible.

Keep close to the load:

Keep the load close to the body for as long as possible. Keep the heaviest side of the load closest to the body.

Don't jerk:

Lift smoothly, raising the chin as the lift begins, keeping control of the load.

Move the feet:

Don't twist your body when turning to the side.

Put down, then adjust:

Put the load down first then slide into position

