

PSM DECORATORS LTD

Manual Handling Procedure

TITLE:	Manual Handling Procedure
PURPOSE:	Modern medical and scientific knowledge stresses the importance of an ergonomic approach to remove or reduce the risk of manual handling injury.
SCOPE:	Psychosocial risk factors also need to be taken into account. These are things that may affect workers' psychological response to their work and workplace conditions, and can include relationships with managers, supervisors and colleagues, high workloads, tight deadlines, and a lack of control over their work and working methods.

Guiding Principles

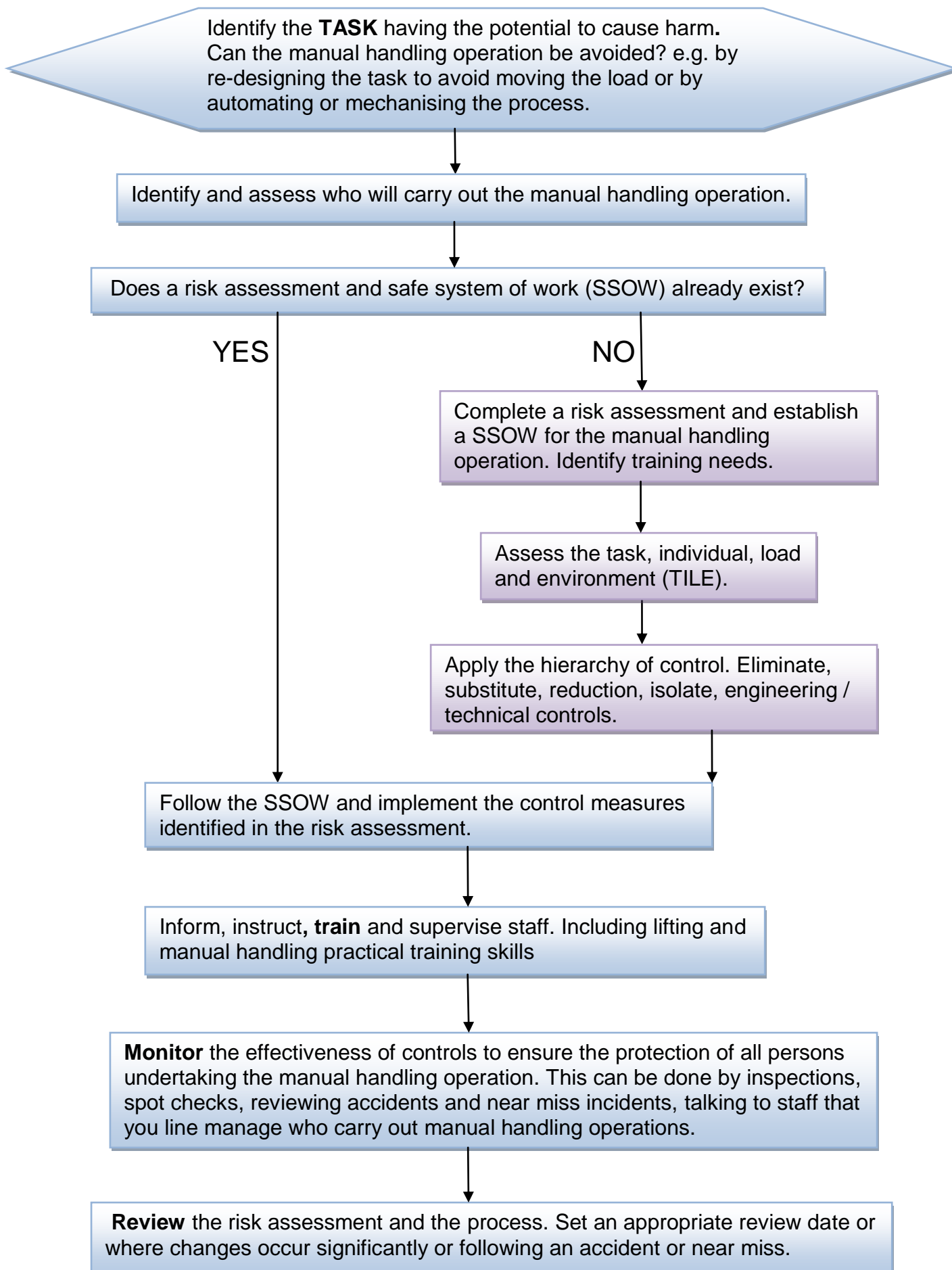
The Manual Handling Operations Regulations 1992 (as amended) apply to a wide range of activities involving the transporting or supporting of a load by human effort. Manual handling does not just cover lifting something that is heavy, if you are lifting, lowering, pushing, pulling, carrying or moving an object you are carrying out a manual handling operation and as such under the above Regulations you may need to carry out a manual handling risk assessment.

The Management of Health and Safety at Work Regulations 1999 requires employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees and to implement preventative and protective measures.

The risks can be found across all workplaces not just those that are obvious such as construction, factories and warehouses but from the smallest administration office to a large call centre or from a small care home to a large N.H.S hospital. The human effort may be applied directly to the load, or indirectly by hauling on a rope or pulling on a lever. The use of mechanical assistance, such as a sack barrow, trolley or a power hoist, may reduce but not eliminate manual handling since human effort is still required to move, steady or position the load.

The vast majority of reported manual handling accidents resulted in an over-three-day injury, the most common being sprain or strain, often of the back. This is due to the fact that manual handling injuries are part of a wider group of musculoskeletal disorders (MSDs) there is evidence that heavy manual labour, awkward postures, manual handling and previous or existing injury are all risk factors in the development of MSDs.

Manual Handling Procedure



Procedure

1.	Identify the TASK having the potential to cause harm. Manual handling is any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move, hold or restrain any person, animal or object.
2.	Assess the manual handling operation. The preferred strategy for the management of manual handling hazards is to eliminate risk or where possible re-design the tasks to remove the manual handling elements identified to be a significant risk. Where possible provide mechanical aids to assist staff to safely perform the manual handling tasks.
3.	Identify and assess who will carry out the manual handling operation. Take care to consider; <ul style="list-style-type: none"> • The age of the person carrying out the manual handling. • The current health of the person. • Any previous injury that the person may have had that could affect their ability to carry out the task. • The skill and experience of the person.
4.	Identify any training needs required for the person to be able to complete the selected manual handling task or other tasks related to their work activity.
5.	Complete a risk assessment and establish a SSOW (Safe System Of Work) for the manual handling operation, making sure to assess; <ul style="list-style-type: none"> • The force to be applied by the employee. • The actions and movements involved (e.g. reaching up, forward reaching, unbalanced or uneven lifting or carrying, awkward grip). • The range of weights handled. • The load itself, shape, stability, size etc • The duration and frequency of the manual handling. • The time, and distance, over which an object is handled. • The availability of mechanical aids. • The layout and condition of the workplace environment (e.g. height of workbenches, restricted access, confined space, hot/cold, poorly lit, floor surfaces slippery or uneven). • The work organisation (e.g. availability of people, flow of materials, lack of time). • The postural requirements imposed by manual handling (e.g. bending, twisting, stretching). • The nature of the object being handled (e.g. size, shape structure and material, animate or inanimate).
6.	If a manual handling task is assessed as being a risk to health and safety, such steps as are reasonably practicable shall be taken to control the risk.
7.	Line Managers are responsible for: <ul style="list-style-type: none"> • Implementing this procedure in their area of responsibility. • Ensuring manual handling hazards are identified. • Completing risk assessments and identifying appropriate control measures with the provision of any mechanical aid deemed necessary. • Ensuring staff and Health and Safety representatives are consulted in relation to the manual handling hazards and the development of risk control measures.

8.	<p>Employees are responsible for:</p> <ul style="list-style-type: none"> • Adhering to the risk assessment and manual handling procedure in place. • Attending manual handling training required to support work activities. • Not placing themselves or others at risk of injury. • Reporting hazards associated with manual handling and consulting with Line Managers regarding appropriate risk control measures.
9.	<p>Where work requirements are such that manual handling remains a component of the work task, manual handling training shall be provided to employees for correct ergonomic, posture and the correct manual handling methods needed to do the work safely.</p>
10.	<p>Any employee who sustains a manual handling injury should be assessed to determine whether refresher training is required. Additionally the risk assessment and safe system of work should be assessed and reviewed.</p>
11.	<p>The manual handling activity is to be monitored for the effectiveness of controls to ensure the protection of all persons undertaking the manual handling operation. This can be done by inspections, spot checks, reviewing accidents and near miss incidents, talking to staff that you line manage who carry out manual handling operations.</p>
12.	<p>The risk assessment and the safe system of work process is to be regularly reviewed. Set an appropriate review date or where changes occur significantly or following an accident or near miss.</p>
13.	<p>Legislation: <i>Health and Safety at Work etc Act 1974</i> <i>The Manual Handling Operations Regulations 1992</i> <i>The Management of Health & Safety at Work Regulations 1999</i> <i>Safety Representatives and Safety Committees Regulations 1977</i> <i>Are you making the best use of lifting and handling aids INDG 398</i> <i>Manual handling assessment chart tool (MAC tool) INDG 383</i> <i>Getting to grips with manual handling INDG 143</i> <i>Manual packing in the brick industry INDG 332</i> <i>Manual handling solutions in woodworking INDG 318</i> Approved Codes of Practice etc</p>