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The license may not give you all of the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material. Assess the risk of injury from any hazardous manual handling operations that cannot be avoided. You should consider the task, the load, the working environment and individual capability, for example: the postures adopted how far the load is lifted, lowered or carried the frequency of the task the weight of the load the nature of the load (for example hot, sharp or slippery) cramped work areas poor floor surfaces poor lighting, extremes of temperature workers' strength, fitness and underlying medical conditions (for example a history of back problems) Also, look out for: workers breathing heavily and sweating workers who complain of excessive fatigue reluctance to do a particular task the availability of equipment to help with the lift Choose the right level of assessment for each task Some tasks are low risk and don't need formal assessment. There are simple filters to help you distinguish low-risk tasks from those which need a more detailed assessment. We also have risk assessment tools to help you identify high-risk handling operations and prioritise action to control the risks: the Manual Handling Assessment Charts (MAC) tool for lifting, carrying and team handling the Variable Manual handling Assessment Chart (V-MAC) tool to help assess complex manual handling operations where load weights vary the Risk Assessment of Pushing and Pulling (RAP) tool the Assessment of Repetitive Tasks (ART) tool if the task involves repetitive work using the upper limbs Our detailed checklists can help you assess the more complex lifting and carrying or pushing and pulling operations. Consult your workforce Consult and involve your workforce in your risk assessment. They and their representatives know the risks in your workplace and may have practical solutions. Operators can often tell you which activities are unpopular, difficult or hard work View a printable version of the whole guide Measures to control risk will vary depending on the task. Reduce the risk of injury from hazardous manual handling operations you can't avoid. Where possible, provide mechanical help, for example a sack trolley or hoist. Where this is not reasonably practicable, explore changes to the task, the load and the working environment. If manual lifting is the only option then there are things you can do to reduce the risk, including: make the load smaller or lighter and easier to grasp break up large consignments into smaller loads modify the workplace to reduce carrying distances, twisting movements, or the need to lift things from floor level or above shoulder height change the work routine to avoid excessive work rates and tight deadlines improve the environment more space, better flooring, extra lighting or changing the air temperature can make manual handling easier and safer make sure the person doing the lifting has been trained to lift as safely as possible There is more information on manual handling risks and how to control them in our leaflet about manual handling. View a printable version of the whole guide Training can be important in raising awareness and reducing risk, but it won't ensure safe manual handling on its own. You should first design the manual handling operations to be as safe as reasonably practicable. You should also monitor and review procedures to make sure workers understand and apply them. Training should be relevant to the type of work carried out and should cover: manual handling risk factors and how injuries can happen how to use mechanical aids how to carry out safe manual handling, including good handling techniques systems of work relevant to the worker's tasks and environment practical work so the trainer can identify anything the trainee is not doing safely and put it right The content of any training in good handling technique should be tailored to the tasks the workers carry out. You may need to get professional help. View a printable version of the whole guide As an employer, you must protect your workers from the risk of injury from hazardous manual handling in the workplace. Manual handling means transporting or supporting a load by hand or bodily force. It includes lifting, putting down, pushing, pulling, carrying or moving loads. A load can be an object, person or animal. The law sets out how employers must deal with risks from manual handling: avoid hazardous manual handling, so far as reasonably practicable assess the risk of injury from any hazardous manual handling operations that cannot be avoided reduce the risk of injury from hazardous manual handling to as low as reasonably practicable The weight of a load is important, though the law does not set specific weight limits. In some cases, you must provide information about the weight and position of the centre of gravity of each load, if there is a risk of injury and it is reasonably practicable to do this. View a printable version of the whole guide What are the Manual Handling Regulations. Does it apply to my business? To give the Manual Handling Regulations its full title, it is The Manual Handling Operations Regulations 1992 (as amended in 2002.) Or more commonly, the MHO regulations. Moving and handling legislation The Manual Handling Operations Regulations apply to the manual moving and handling of loads that is by human effort alone. (Lifting, carrying, pushing, pulling, moving etc). The effort by a human may be applied directly to the load, as described above, or indirectly through the assistance of lever operated machinery (such as a jack handle) a rope for pulling, or a chain. The human effort may be reduced further by use of equipment such as a sack truck, rubber wheeled trolley or wheelbarrow for transporting loads around. However, human effort is still required to move and position the load. For clarification, the use of human effort for means other than moving a load i.e. operating a ratchet strap or pulling on a rope to lash a load down for example, is not classed as manual handling. A load is an object that can be moved but doesn't have any mechanical means of movement. MANUAL HANDLING ONLINE TRAININGASSESSING THE RISK ONLINE TRAINING November 2018. Several changes have been made to the scoresheet, but the main text has not been changed. TheManual Handling Operations Regulations 1992are in place to help employers, managers, safety representatives, and employees to reduce the risk of injury from manual handling. As well as outlining employers responsibilities, they explain what steps workers should be taking to keep themselves and others safe.What duties do employers have?If you're an employer, the Regulations require you to:Avoid the need for hazardous manual handling, so far as is reasonably practicableAssess the risk of injury from any hazardous manual handling that can't be avoidedReduce the risk of injury from hazardous manual handling, so far as is reasonably practicableAnd, its vital that you don't just look at the Manual Handling Regulations in isolation; you also need to consider regulation 3(1) of theManagement of Health and Safety at Work Regulations 1999. This requires employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees while at work.Consult employeesits an employers responsibility to consult their employees on matters of health and safety. If your workplace has a recognised trade union, this will usually be through union health and safety representatives. Otherwise, you can consult either directly or through other elected representatives.Your consultations should involve giving important information to your employees, as well as listening to any concerns they might have before you make any health and safety decisions.Its important that your staff have a say because, while you might watch over everything they do, you might not have a comprehensive knowledge of what problems they encounter on a daily basis. As well as dedicating time to asking them for any guidance they can give you, you should also encourage them to come to you if they have any concerns in the future. For more information, make sure you read the Health and Safety Executive guide to consulting employees on health and safety.Carry out risk assessments wherever relevantIn situations where its not possible to avoid a manual handling operation, as an employer, its your responsibility to carry out a risk assessment. This will allow you to work out exactly what risks an operation poses to your staff, so you can then take precautions to prevent any avoidable accidents or injuries. Weve explainedwhat a manual handling risk assessment is and how they need to be carried outEPI Jobsave.What duties do employees have?Employees also have their own responsibilities when it comes to staying safe. For example, they must take reasonable care for their own health and safety, as well as that of others who may be affected by their activities. Additionally, staff are required to co-operate with any health and safety practices or protocols put in place by an employer.In addition to this, as outlined by the Management Regulations, employees must make use of appropriate equipment provided for them, in accordance with the training and any instructions they've been given.What are manual handling techniques?Its important that anyone who lifts heavy objects as part of their job knows how to do this in the safest way possible. Employers should provide adequate training, but were also going to cover some of the basic techniques that employees need to know.Manual handling techniques for liftingBefore carrying out a manual handling task, you should always make sure that its completely necessary. If theres equipment you can use to take the strain off you, do it. But, if manual handling is required, you need to make sure you do everything in the safest way possible.Firstly, always plan your lift. Know exactly what youre going to be lifting and where it needs to go. Plan your route, clear the way, and plan any rest stops you might need to make along the way.Before lifting, youll also need to get into a stable position. The best way to do this is by standing with your feet apart, one foot slightly in front to help you maintain your balance. If the load youre going to be lifting is on the ground, your foot should be to the side of it.The next step is to get a good hold on the load youre going to lift. Wherever possible, hug the load close to your body, as this will usually provide more stability than just gripping it with your hands.You need to start in a good posture: slightly bending your back, hips, and knees is much better than fully flexing your back (stooping) or your hips and knees (squatting). Its also important to make sure that you dont flex your back further during the lift. This can happen if you straighten your legs before lifting the load.During the lift, and especially while your back is bent, try to avoid twisting or leaning sideways. Your shoulders should always be kept at the same level and pointing in the same direction as your hips. Turning by moving your feet, rather than twisting your body, will also help to prevent you from getting injured.Also, you should always move smoothly while handling a load. It shouldnt be snatched or jerked around, as this can make it harder for you to keep control of the lift. You should only ever lift loads that you can manage, so over-exerting yourself will only make the task far more dangerous and, if youre in doubt about whether youre able to lift a particular load, seek advice from your manager or employer.Finally, if specific positioning of a load is necessary, dont feel like you need to do everything in one go. Its usually much safer to put something down in a way thats comfortable, before sliding it into the desired position.What are the manual handling guidelines?The law around manual handling doesnt specify a maximum weight that can be lifted, but there are general guidelines that employers and staff should take into consideration. According toWorkplace Safety Advice, its recommended that men dont lift anything heavier than 25kg, and women shouldnt lift items that are heavier than 16kg. Although, there are other factors that need to be taken into account, such as how high something needs to be lifted.For example, if a worker is stacking shelves and lifting things above shoulder height, its recommended that men avoid lifting anything over 10kg, and women stick to stacking items that are 7kg or less. This weight drops down to 5kg for men and 3kg for women when an object needs to be held away from the body.As you can see, the safe maximum weight limit for manual handling can depend on a lot of different factors. You need to consider everything from an individuals body strength to how far an item needs to be carried. And, risk assessments should be carried out for all lifting, so employers need to decide if the tasks their employees are given are safe on a case-by-case basis.What is manual handling training?The Manual Handling Operations Regulations 1992 require employers to ensure all of their employees are trained and competent in manual handling.Manual handling training is designed to teach workers about the risks of lifting and carrying heavy objects, as well as how to minimise them. It typically outlines the safest manual handling techniques, how to use the mechanical aids that might be available, and how to assess whether a particular space is going to provide a safe environment for completing a manual handling task.How often should manual handling training be given?There are no set guidelines as to how often your staff should be given manual handling training. However, that doesnt mean you can train them once, tick a box, and assume theyll always know how to keep themselves and others safe. Instead, workers initial training should be supplemented with monitoring and reviews of procedures in order to ensure the training is being applied.Can manual handling be avoided completely?As weve touched on throughout this guide, both employers and employees should look to avoid manual handling wherever possible. A lot of tasks can be carried out with the help of specialist lifting equipment, rather than just by hand.Here at Penny Engineering, we have a wide range of mechanical handling products that will avoid the need for high levels of manual handling / manual labour in your workplace. Our vehicle-mounted lifting equipments ideal for helping staff to load heavy items onto a truck bed or into the back of a van, which will be beneficial if your work involves making pick-ups or deliveries. We also offergoods lifts that will make light work of moving heavy loads between levels. These are relied upon by businesses in a huge range of sectors, from manufacturing to retail.If you would like to relieve the strain on your employees and reduce the risk of injury from manual handling, investing in specialist equipment that can take a lot of the weight is the way to go. Contact us to discuss your requirements today. Incorrect manual handling practices are responsible for a third of all workplace injuries in the UK, according to the Health and Safety Executive (HSE). Due to this high level of risk, employers have specific legal duties to protect their staff from such injuries.The Manual handling Operations Regulations 1992 along with other legislation require employers to assess manual handling hazards and properly control them. A failure to comply will result in significant fines.In this article, we will take a look at what these duties are. We will give a definition of manual handling, look at what the legislation is thats associated with manual handling, and provide a Manual Handling Operations Regulations 1992 summary.The HSE defines manual handling as the act of transporting or supporting a load by hand or bodily force. This can include any type of carrying, lifting, lowering, pushing or pulling. If you are moving a load without using a piece of equipment or a machine to assist you, this is classed as manual handling.A load is defined by the HSE as any kind of moveable object or animal. Human beings can also be considered loads.The main manual handling policy in the UK is the Manual Handling Operations Regulations 1992. These regulations outline the duties and responsibilities of both employers and employees with regards to safe manual handling. The regulations provide a set of instructions designed to avoid injuries or ill health caused by hazardous manual handling techniques.When performed incorrectly, manual handling duties can cause a range of musculoskeletal disorders (MSDs). MSDs include any type of injury or condition that causes pain in the joints, back or limbs.Almost 470,000 workers in the UK suffered from work-related MSDs in the 2020/2021 period, according to figures from the HSE. These conditions amounted to 28 per cent of all reported work-related ill health. 45% of these cases impacted the upper limbs and neck and 39%were due to back injuries. The remainder were MSDs affecting the lower limbs.Almost every workplace environment imaginable has manual handling risks. Construction workers, factory workers and health workers, for instance, are often required to perform repetitive manual handling tasks and so have a greater risk of developing an MSD.The Manual Handling Operations Regulations 1992 were brought into force to provide employers and employees with guidelines on how to safely handle loads, without incurring an injury.Where possible, an employer must avoid any type of hazardous manual handling situations so far as reasonably practicable.If the situation cannot be avoided, an employer must assess the risk and then mitigate or eliminate the risk. It should be noted that there is no weight limit imposed by the Manual Handling Operations Regulations 1992. Once a risk assessment has been performed, an employer should act to reduce the risks as low as reasonably practicable.However, the HSE recommends men should lift no more than 25kg, while women should lift no more than 16kg.Alternative methods or specialised manual handling machinery or equipment must be provided where necessary. Employers must ensure that all staff have received sufficient manual handling training and are kept informed of all risks associated with their daily tasks.For their part, employees must ensure they follow safe work practices, use any provided equipment safely and correctly and co-operate with their employer regarding any health and safety issues.Employees must also inform managers immediately if they become aware of any manual handling risks in the workplace. Employees should make sure that their own actions do not put themselves or other people at risk.Preventing manual handling risks entails considering ways to eliminate potentially hazardous situations.It is possible to avoid moving a load by completing a task in a different way? If there is no way to avoid moving the load, then the optimum way of moving should be considered.Can the load be moved using machinery or equipment? If so, employers and managers need to ensure that staff are properly trained in how to correctly use the equipment or machinery.By carefully considering all options available to them, managers and staff can avoid or mitigate the risks associated with manual handling duties.Risk assessments are crucial when dealing with any manual handling situations. Whenever there is a manual handling task that must be completed, a risk assessment should be done to gauge how hazardous the situation is.All areas of risk should be assessed, including:The nature of the taskThe load itselfThe workplace environmentThe capacity of the individual/s involvedMaterials or equipment that is being usedThe frequency, pace, and duration of the taskCertain workers may be at higher risk of injury than others. Managers and employers should carefully consider the needs of:Women who are pregnant or have recently given birthPeople with disabilitiesNew, inexperienced or temporary employeesElderly workersHomeworkers, lone workers, or home office workersWorkers that do not have English as a first languagePsychosocial risks must also be taken into account when performing a risk assessment. For example, factors such as deadlines and excessive workloads can result in workers not following correct procedures.Manual handling tasks are common in the majority of workplaces. To avoid accidents and injuries, correct manual handling procedures should be followed. Adhering to the Manual Handling Operations Regulations 1992 will ensure that all workers use proper manual handling techniques.Human Focus offers an online course that covers the key information employers and employees need to know about manual handling. Entitled Manual Handling Training, this course provides crucial information on how to safely complete manual handling tasks. You can avoid hazardous manual handling operations by: redesigning the task to avoid moving the load automating or mechanising the process The best time to decide about mechanisation or automation is when you design plant or work systems. Design the layout of a process so there is very little movement of materials. Consider introducing, for example, a conveyor, a chute, a pallet truck, an electric or hand-powered hoist, or a lift truck to reduce the risk of harm. Mechanical aids can also help reduce or eliminate risks from manual handling. View a printable version of the whole guide Topics: Making health and safety work for your business, Manual handling Manual handling relates to the moving of items either by lifting, lowering, carrying, pushing or pulling. What is the maximum weight that can be lifted? Where possible manual lifting should be avoided.There is no legal maximum weight that a person can safely lift. Lifting any weight can cause injury and much depends on the object being lifted, the environment, the shape of the object, the physical characteristics of the lifter and the distance of the object from the spine.An employer must have risk assessments on manual handling as required by the Management of Health and Safety at Work Regulations (Northern Ireland) 2000, and have developed a safe system of work for manual handling operations as required by the Health and Safety at Work (Northern Ireland) Order 1978. An employee should be able to ask for the findings of a risk assessment. The risk assessment will define the necessary control measures.Should an employer only consider lifting and lowering?No, the Manual Handling Operations Regulations also apply to objects being pushed and pulled across a surface.Is my employer required to provide training for manual handling?Yes, your employer is required to take reasonable steps to reduce the risk of injury to those employees undertaking manual handling operations.Also, an employer is required to provide information, instruction, training and supervision as is necessary to protect a persons health and safety arising from manual handling tasks.Does a two person lift mean twice as much can be lifted? No.Handling by two or more people may make possible an operation that is beyond the capability of one person or reduce the risk of injury to a single handler.During a lifting operation the proportion of the load that is borne by each member of the team will inevitably vary to some extent.Such variation is likely to be more pronounced on sloping or uneven ground.What is the correct lifting technique?There is no single correct way to lift. The technique for lifting will depend on many things such as the weight and size of the object.For example, it would be easier to pick up something that is boxed and has handholds rather than an awkwardly shaped object or where the weight is unevenly distributed.The content of any training in good handling technique should be tailored to the particular situation or individual circumstances under which the manual handling takes place. Published best practice guidance relating to manual handling can be found in the Resources section below. ResourcesKey LegislationPlease note that these links are to the original legislation, visitors should verify for themselves whether legislation is in force or whether it has been amended or repealed by subsequent legislation.

**What is not a manual task. What is not classed as a manual handling technique. What is considered manual handling. Not classified as a manual handling activity. What are the four categories of manual handling. What is not classed as manual handling activity. What is not classified as manual handling.**