

Wilkins Safety Group

Weekly Update Newsletter



Welcome to this issue - Friday 8th July 2011 - of our Update Newsletter

Please feel free to forward this newsletter to colleagues and friends.

###

Manual Handling Regulations 1992

Every year; despite the numerous warnings and training courses provided within the industry - many production days are lost due to staff suffering injury through incorrect manual handling of loads.

It is your duty as an employer to ensure all staff; not just warehouse staff; are trained in correct manual handling methods and the ergonomics of lifting.



The Manual Handling of Objects

The Manual Handling Operations Regulations 1992

These Regulations require the risks from manual handling to be assessed. Employees have a duty to follow laid down procedure, make proper use of equipment provided and generally co-operate with the employer on Health and Safety matters. Employers have a duty to

It is important for everyone to be aware of the dangers associated with Manual Handling of items. Poor position, forced or awkward movements of the body can result in back injuries, or severe pain in the upper limbs, neck or shoulders resulting in strain injury.



To minimise the risk of injury from Manual Handling, the following procedures should be followed:

- Think about whether the item needs to be moved or if the job needs doing.
- Avoid any Manual Handling where there is a real risk of injury.
- Use mechanical aids to move any loads; if these are available.

- Whenever possible make all loads smaller/lighter or easier and safer to lift.
- Assess the risk of injury from any Manual Handling that can't be avoided and take appropriate action to avoid the risk, ensure you always adopt a good lifting position. If unsure about the correct course of action consult [Wilkins Health and Safety Services](mailto:info@wilkinssafety.co.uk) on 01458 253682 or info@wilkinssafety.co.uk

Manual handling includes the movement of any object by an employee of your Company; this includes but is not limited to:

- Movement of stock.
- Loading of vehicles.
- Movement of animals.
- Movement of people [first aid assistance etc].
- Movement of equipment.

Follow the correct procedures and consider T.I.L.E.

REMEMBER - T.I.L.E.

- Task** - Consider what has to be done. Can it be done in any other way?
- Individual** - Is the individual fit to accomplish the task?
- Load** - How heavy is the load, can it be handled easily, and can it be split up?
- Environment** - Is there sufficient room to lift easily; is it too hot or cold, etc?

Good Manual Handling Technique

Five important steps should be adopted when carrying out a Manual Handling task.

Stop and Think

Plan the lift/move by checking the weight of the load and the route to be taken. Is the route free from obstruction? Do I need help?

Stand close to the load

Feet apart, unlock the knees creating a stable base for lifting.

Lower your body to the load take a firm grip.

Move the load close to the body.

Look up

You always see a weightlifters face when they lift

Stand up

Use all your relevant muscles naturally. Keep the load as close to the body as possible, do not twist the trunk whilst carrying a load.



Manual Handling of Loads

'Manual handling' means any transporting or supporting of a load by hand or bodily force, i.e. human, as opposed to mechanical, effort is required to move or hold the load, and includes lifting, putting down, pushing, pulling, carrying or moving.

Definitions:

- 'Load' means any item or object that is being transported or supported.
- 'Injury' from manual handling operations does not include injury caused by the inherent properties of substances that spill from, or contaminate the surfaces of a load. However, where physical properties of the load are changed by leakage, for example where the load is made slippery, the slipperiness would fall within the Regulations.

Duties of Employers

- Under the regulations the employer must avoid the need for hazardous manual handling operations so far as is reasonably practicable.
- Where manual handling cannot be avoided, and a significant risk exists a thorough assessment must be undertaken, and measures must be introduced to reduce the risk of injury to the lowest level reasonably practicable.
- Monitoring must take place to ensure the effectiveness of those measures, and re-assessment must be carried out where necessary.

Avoiding the Risk

Try to eliminate the need for handling.

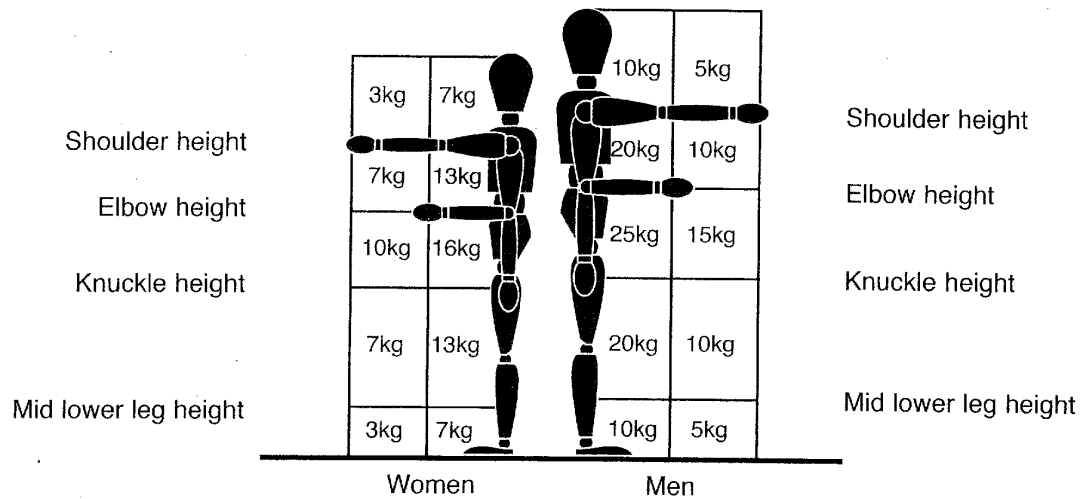
Alternatives may include:

- **automation**, where an instruction for moving or positioning the load is automatically carried out by a machine as part of the process, or
- **mechanisation**, by use of powered trucks or conveyor systems
- or in the case of secondary handling
- **arrange** for goods to be delivered to the point of use, rather than to a central point from which they will need subsequent relocation

Risk Assessments

Assessments should:

- (a) Be suitable and sufficient, i.e. they must look at the complete handling operation and have anticipated all reasonably foreseeable factors.
- (b) Be kept up to date and revised where there has been a significant change, or an accident/incident.
- (c) Be recorded in (at least the significant findings) writing except where:
 - The assessment is simple and obvious, and easily repeatable, or
 - The risks can be shown to be insignificant, or
 - The handling operation is low risk and short lived, and the time taken to compile a record can be shown to be disproportionate
- (d) Take into account the following factors:
 - The tasks
 - The loads
 - The working environment
 - Individual capability
 - Other factors



The Tasks

Do they involve?

- Holding or handling loads away from the body? This increases the risk of injury.
- Awkward movements or awkward posture, such as twisting the trunk, stooping or reaching upwards? The risk of injury is increased by these factors.
- Excessive lifting or lowering distances, or excessive carrying distances? The risk of injury is increased by these factors.
- Excessive pushing or pulling? The risk of injury is increased by these factors.
- Risks of sudden movement of loads? Where the load suddenly moves, there is increased physical strain and a risk of losing balance.
- Frequent or prolonged physical effort? Where handling of a reasonably modest load is carried out frequently, there is a risk of fatigue and of repetitive strain injuries
- Insufficient time for workers to rest/recover? Set break times are not always appropriate, and workers should have as much discretion over rest pauses as possible
- A work rate imposed by a process? Where the handler has no control over the work rate, such as unloading from machinery the risk of injury is increased.

The Loads

Are they:

- Heavy? Obviously the weight of a load is significant. The risk of injury is increased by this factor.
- Bulky, unwieldy or difficult to grasp? There will be a risk of injury to handler/damage to the load.
- Unstable, or with contents that may shift? There may be unexpected and injury-causing stresses imposed upon the body. The risk of injury is increased by these factors.
- Hot, cold, slippery, sharp or otherwise potentially damaging to hold? Appropriate personal protective equipment should be readily available. The risk of injury is increased by these factors.

Individual Capability

Does the job:

- Require a person of unusual strength or height? Physical capability varies with age, size and sex. The employer must still ensure that the task is within the ability of the worker
- Create a hazard to workers who may have a health problem or medical condition, including pregnant workers.

The Working Environment

Are there:

- Space limitations that prevent good posture? Poor posture is a known risk factor.
- Slippery, uneven or unstable floors or surfaces? Workers are more likely to fall.
- Variations in the level of work or floor surfaces, for example stairs or slopes? The load may impede visibility and could cause the worker to trip. Carrying a load up a slope or staircase may cause fatigue.
- Unusually low or high temperatures or extremes of humidity? Grip and dexterity are affected in extremes of temperature.
- Poor light conditions? Both bright lighting and dim light levels will increase the likelihood of accidents occurring.
- Ventilation problems? Inadequate ventilation will speed up fatigue
- Weather problems, such as wind, rain or snow? Weather conditions can have a significant influence, increasing the likelihood of slips, trips and falls.

Reducing Risk

Things you could do to reduce risks could be as simple as reducing load sizes or distance of travel. Examples of handling aids that may be appropriate include electric or manual hoists, sack barrows or other suitable trolleys.

- The employer should, so far as is reasonably practicable, provide information on weight, heaviest side of load, centre of gravity.
- Other measures should include training and/or provision of information to employees. Information should include the safe system of work and the use of any risk-reduction methods that you have provided.

Duties of Employees (Regulation 5)

- The Regulations require each employee to properly use any equipment, system of work, or other measure that the employer has provided in accordance with the training and instructions that they have been given. This applies both to manual handling loads and correct use of equipment provided to move loads.
- Regulation 5 requires employees to make full and proper use of any system of work intended to reduce the risk of injury from manual handling activities.

###

If you would like to discuss any of the issues highlighted in this newsletter, then drop an email to Jon on jon@wilkinssafety.co.uk or call the office **01458 253682**



Your Business is Safer
Your Business is Safer in Our Hands

Have you visited our new website yet? You will find all of this year's newsletters, 86 of our advice sheets and 33 HSE ones and access to all the latest news from the HSE **Go to** <http://www.wilkinssafety.co.uk/>

