



Health and Safety Initial Induction Training

Manual Handling

This training has been designed to provide information to help you understand the problems associated with the manual handling of loads and the best approaches for dealing with them.

Please complete the test at the end of the training.



What is Manual Handling?





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- Manual handling refers to any activity which requires a person or persons to transport or support a load by hand or bodily force.
- Manual Handling Operational Movements include: -
 - lifting and lowering.
 - pulling and pushing.
 - carrying.
 - or moving a load by other bodily means.





What Are the Problems Caused by Manually Handling Loads?



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The problems are: -

- More than a third of injuries reported each year are caused by manual handling accidents.
- Most of them cause back pain, although hands, arms and feet are also affected causing muscular-skeletal disorders.
- Many manual handling injuries build up over a period rather than being caused by a single handling incident.
- Manual handling injuries can occur wherever people work.





What Can Cause A Manual Handling Injury?



What Can Cause A Manual Handling Injury?

Injuries can be caused by: -

- The weight of the load being heavier than the individual's capacity to carry it.
- Holding or manipulating a load at a distance from the body's trunk.
- Unsatisfactory body posture or movement, especially: -
 - twisting, stooping or reaching upwards.
- Excessive movement of loads: -
 - large lifting or lowering distances.
 - strenuous pulling or pushing.



Causes continued >>

What Can Cause A Manual Handling Injury? Contd.

Injuries can be caused by: -

- Unpredictable movement of loads: -
 - shifting of weight.
- Repetitive handling.
- Insufficient rest or recovery periods.
- Poor seating arrangements.
- When the job is not varied enough.





How Can Manual Handling Injuries Be Prevented?





How Can Manual Handling Injuries Be Prevented?



They can be prevented by: -

- Assessing the condition, weight and stability of the load prior to moving it.
- Lifting heavy loads with colleagues.
- Using mechanical or other means to move the load.
- Reducing the distance that the load is to be carried.
- Ensuring the route is clear and well lit.
- Lifting with a straight back and by using the leg muscles.



Prevention continued >>

How Can Manual Handling Injuries Be Prevented? Contd.

They can be prevented by: -

- Holding the load tight against the body.
- Not carrying the load in a bent over or stooped position.
- Reducing the amount of twisting.
- Supporting the load with the shoulder.
- Using your personal protective equipment and any other equipment provided.
- Varying activities in order to rest the muscles.
- Adopt the correct seating position.





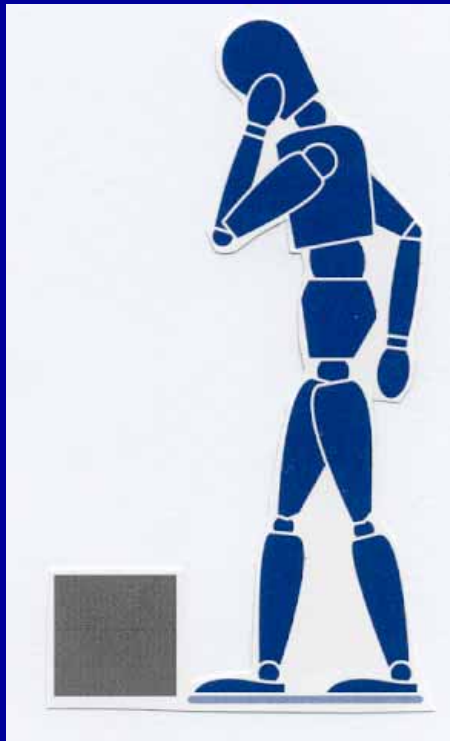
Good Handling Technique

No. 1



Good Handling Technique No. 1

- Stop and think



- plan the lift of the load.
- where is the load to be placed.
- use appropriate handling aids.
- do you need help with the load.
- remove obstacles.



Good Handling Technique

No. 2



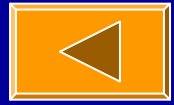
Good Handling Technique

No. 2

- Position your feet.



- feet apart, giving balance and a stable base for lifting (tight skirts/unsuitable footwear may make this difficult).
- leading leg as forward as is comfortable and if possible, pointing in the direction you intend to go.



Good Handling Technique

No. 3



Good Handling Technique

No. 3

- Adopt a good posture.



- when lifting from a low level, bend the knees but do not kneel or overflex the knees.
- keep the back straight and maintain its natural curve. (Tucking in the chin helps).
- 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.



Good Handling Technique

No. 4



Good Handling Technique

No. 4

- Get a firm grip.



- try to keep the arms within the boundary formed by the legs.
- the best position and type of grip depends upon the circumstances and individual preference.
- a hook grip is less tiring than straight fingers.
- if you need to vary the grip as the lift proceeds, do it as smoothly as possible.





Good Handling Technique No. 5

Good Handling Technique No. 5

- Keep close to the load.



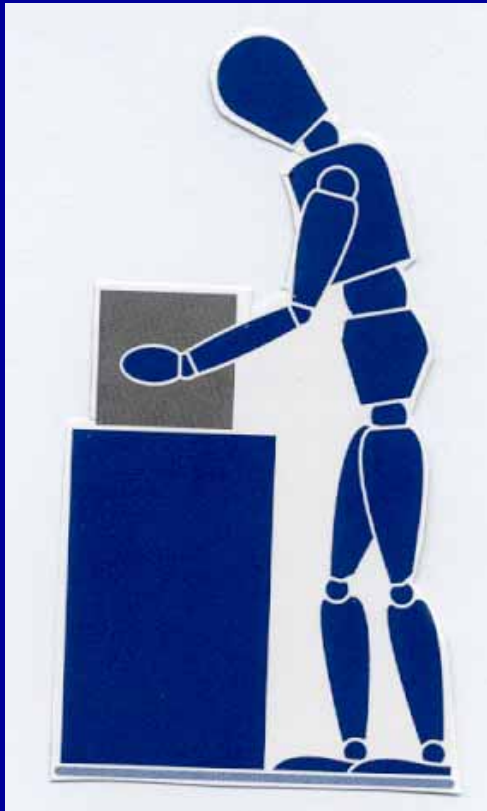
- keep the load close to the trunk for as long as possible.
- keep heaviest side of the load next to the trunk.
- if a close approach to the load is not possible, slide it towards you before trying to lift.



Good Handling Technique

No. 6, 7 & 8

Good Handling Technique No. 6, 7 & 8



- Don't jerk.
 - lift smoothly, raising the chin as the lift begins, keeping control of the load.
- Move feet.
 - don't twist the trunk when turning to the side.
- Put down, then adjust.
 - if precise positioning of the load is necessary, put it down first, then slide it into the desired position.



What Should Your Line Manager/Supervisor Do?

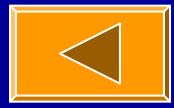


What Should Your Line Manager/Supervisor Do?

Your manager should: -

- Plan a manual handling task when necessary.
- Eliminate or take steps to minimise the risk of personal injury or ill health by assessing the risks (in particular where pregnant women are involved).
- Provide mechanical aids for improving safety when appropriate.
- Provide you with personal protective equipment or other equipment as necessary.
- Ensure that anyone who is involved with a manual handling task is properly trained and supervised.





What Should You Do To Protect Yourself/Others Against Manual Handling Injuries?



What Should You Do To Protect Yourself/Others Against Manual Handling Injuries?

You should: -

- Work safely whilst dealing with manual handling operations.
- Follow a plan of work when provided.
- Make full and proper use of any equipment when provided.
- Stop work and inform your line manager/supervisor of any problems or changes in your health which may be attributable to, or affected by manual handling operations.
- Stop work and inform your line manager/supervisor of any manual handling hazards/risks or defective mechanical aids within your workplace.





Induction Training Course Test

Manual Handling

More information including assessment forms is available on the Health and Safety Unit web page: [Manual Handling](#)

Please complete this test. It will provide evidence that you have gone through the course and understand it's content.

Print it off, answer the questions and send it to your Health and safety Co-ordinator.



Return
to start



Click [here](#) to
take the test.