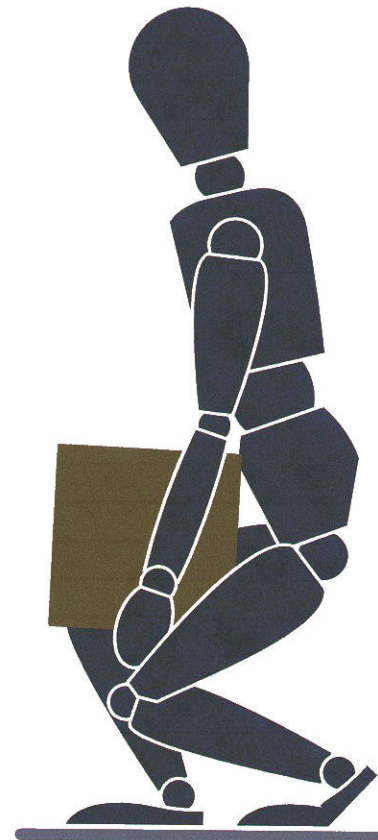


A Free Tool Box Talk From Safetyphoto

The presentation is intentionally in base colour for easy adaptation into your company design – but please credit safetyphoto.

Manual Handling

Tool Box Talk



Aims and objectives

- Overview of general legal requirements
- Rejuvenate previous training
- Highlight hazards & risks in your area
- Basic principles of safe lifting and carrying

Legal framework

- Health and Safety at Work Act 1974
- Manual Handling Operations Regulations 1992

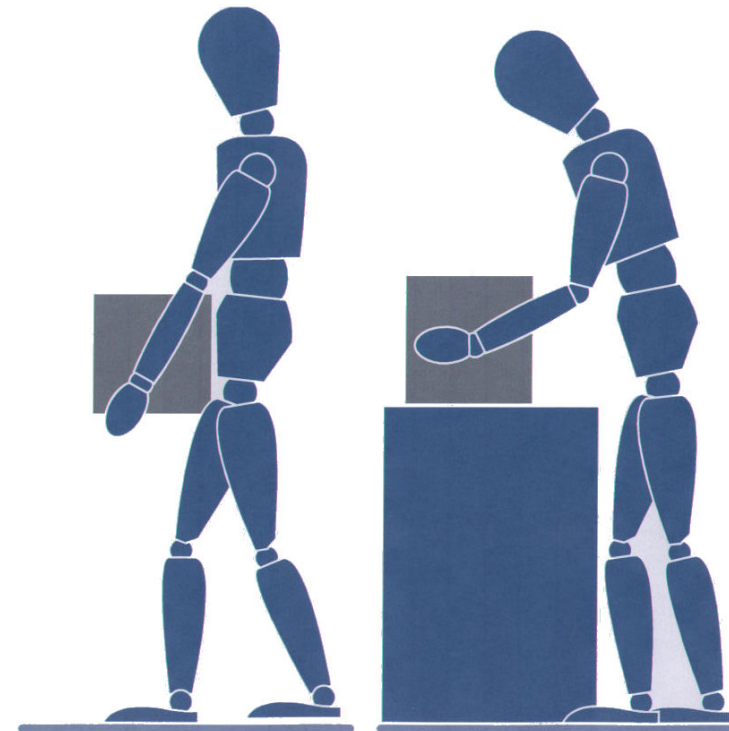


Manual Handling Operations Regulations - Employees duties

- Take reasonable care
- Co-operate with the employer
- Make full and proper use of any systems of work
- Follow training guidelines
- Report anything that appears to dangerous

Manual Handling Operations Regulations - Employers duties

- Risk assessment
- Reduce risk
- Provide information and training



How do we define manual handling ?

- Lifting
- Putting down
- Pushing
- Pulling
- Carrying

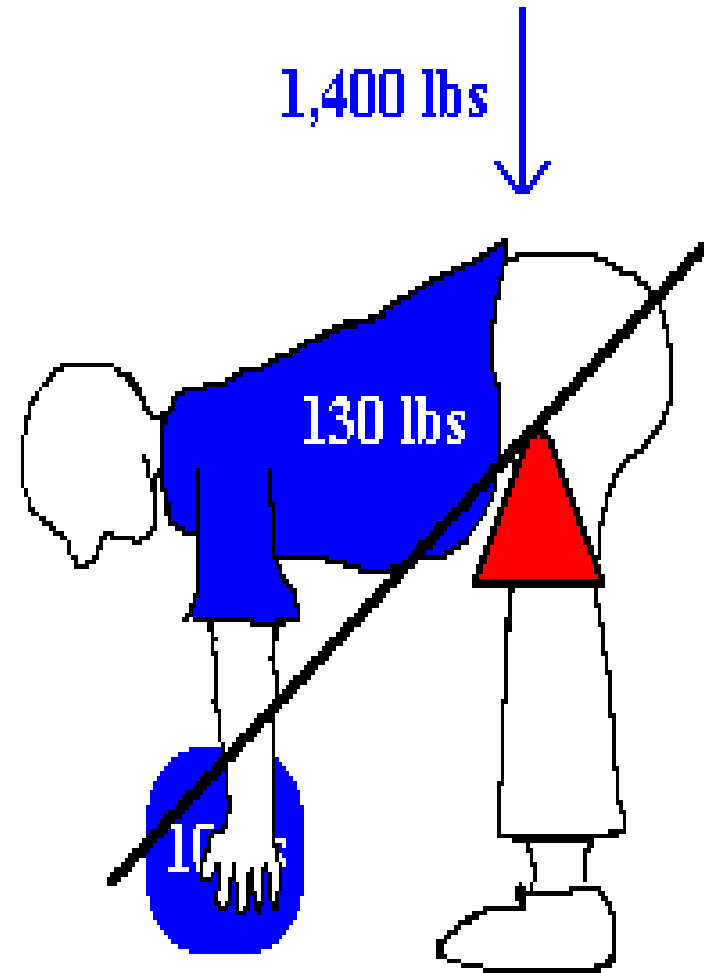
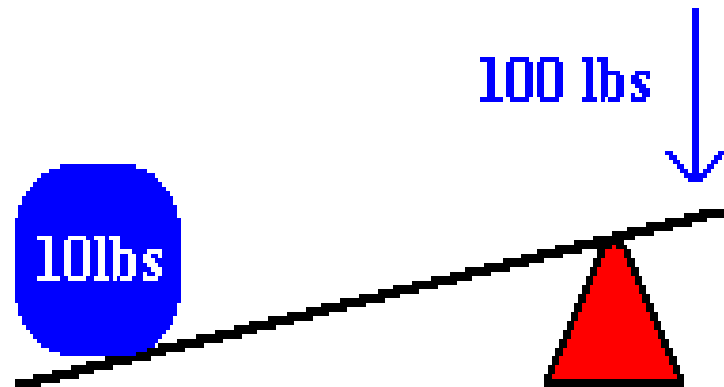
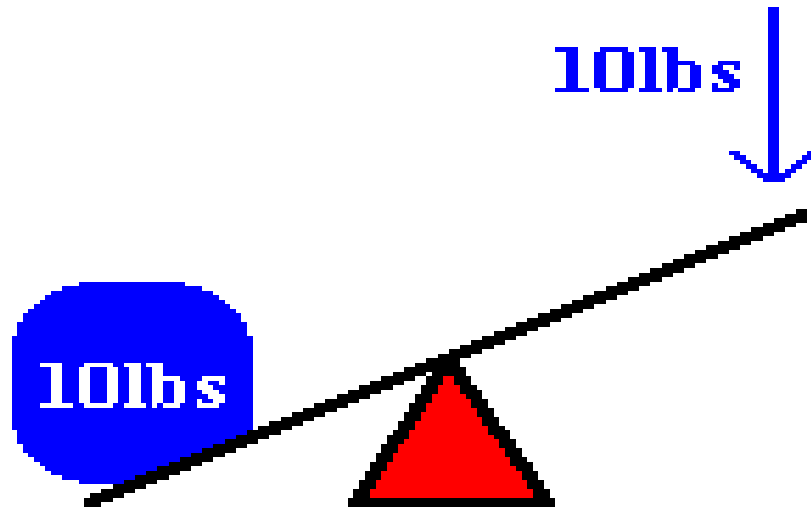
Moving of a load by hand or bodily force

Handling injuries, this year

- Muscle / ligament strain, Muscle sprain
- Overuse and repetitive use
- Disc problems, Hernia, Prolapsed disc

Incorrect lifting main cause

Levers.



The six steps to safe lifting

1. Stop and think
2. Position feet
3. Adopt a good posture
4. Get a firm grip
5. Raise the load smoothly
6. Carry the load close to your body

The six steps to safe lifting

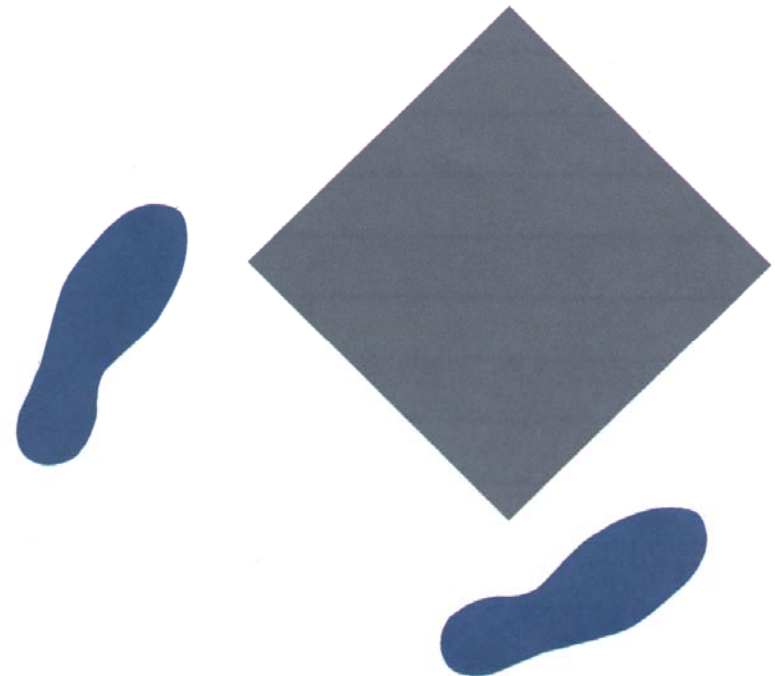
1. Stop and think



The six steps to safe lifting

2. Position feet

1. Stable base feet apart and firmly positioned



The six steps to safe lifting

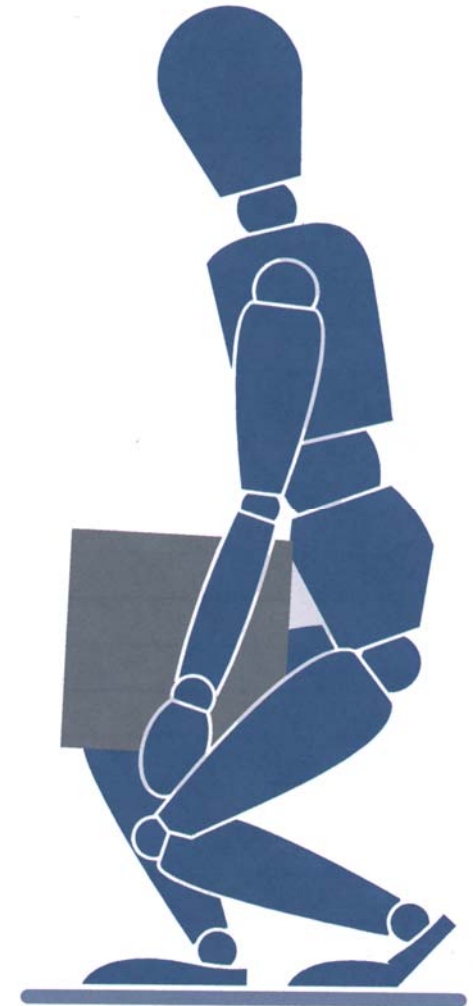
3. Adopt a good posture

1. Keep your back straight and bend your knees



The six steps to safe lifting

4. Get a firm grip



The six steps to safe lifting

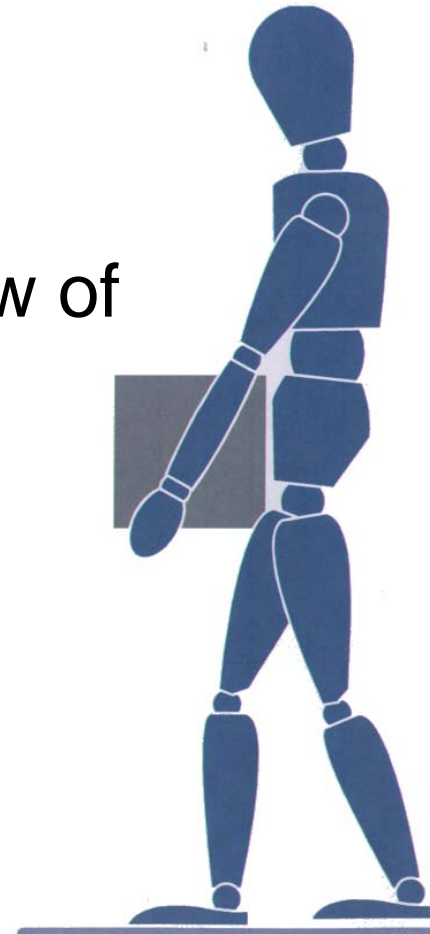
5. Raise the load smoothly

1. Straighten your knees to stand up using your leg muscles to lift keeping the load close to your body



The six steps to safe lifting

6. Carry the load close to your body
 1. Keep your head up
 2. Ensure you have a clear view of where you are going



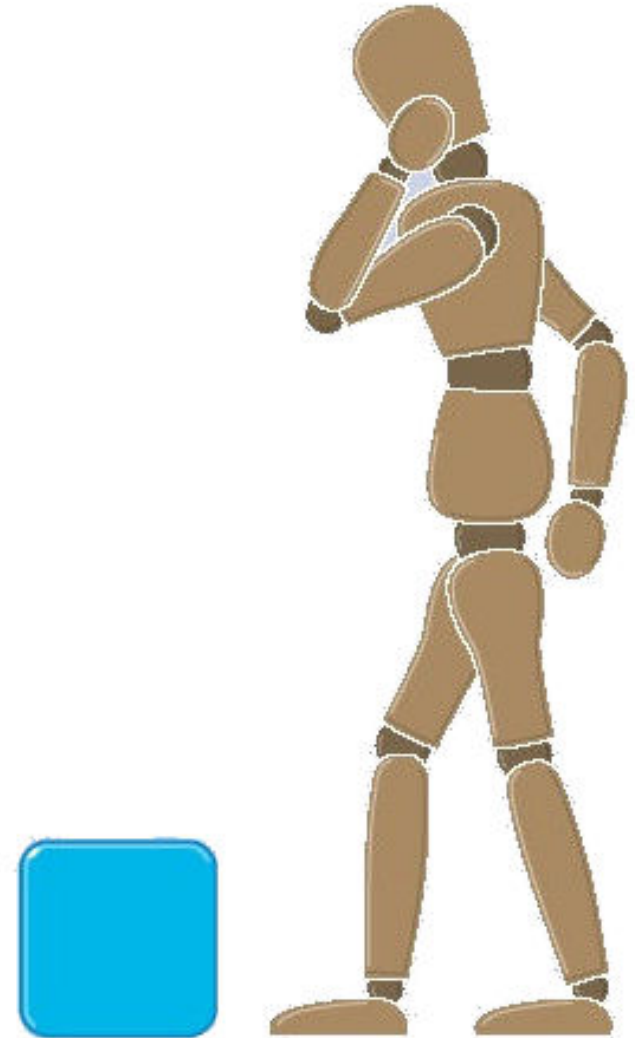
Controlling risks

- Task
- Individual
- Load
- Environment



Risk factors - task

- How is the load held ?
- Posture
- Work routine
- Distance
- Route
- Team handling



Risk factors - individual

- Men/women
- Age
- General fitness
- Health
- Experience
- Training



Risk factors - load

- Weight
- Size
- Stability
- Specific hazards
- Hand holds



Risk factors - environment

- Space
- Lighting
- Carrying route
- Floors/stairs/changes in level
- Temperature
- Draughts/wind



Factors under the employees control

- Making use of handling aids
- Clothing
- Shoes
- Warming up
- Planning the job
- Resting
- Lifting correctly



Practical examples

- Improve individual's capability
- Using mechanical aids
- Improving the layout
- Team handling
- Adapting the load



The six steps to safe lifting

1. Stop and think
2. Position feet
3. Adopt a good posture
4. Get a firm grip
5. Raise the load smoothly
6. Carry the load close to your body

