


|                                    |                 |
|------------------------------------|-----------------|
| HAZARD / WORK<br>ACTIVITY ASSESSED | Manual handling |
|------------------------------------|-----------------|

| Hazard (something with the potential to cause harm)   | Risk rating prior to control |             |      | Who may be harmed |          |         |        |          | Control Measures   | Risk rating after control |             |      |
|---|------------------------------|-------------|------|-------------------|----------|---------|--------|----------|--|---------------------------|-------------|------|
|   | Severity                     | Probability | Risk | Operator          | Employee | Visitor | Public | Sub-cont |  | Severity                  | Probability | Risk |
| Weight and size of materials – injury to muscles, joints, tendons and other parts of the musculoskeletal system | 3                            | 3           | 9    |                   | x        |         |        |          | <p>Ensure unit weights and sizes of materials are reduced to acceptable levels where manual handling is unavoidable.</p> <p>Do not try and lift large or awkwardly shaped items. Use team handling.</p> <p>If moving large or awkwardly shaped items is unavoidable, assess situation and if necessary introduce team handling.</p> <p>When lifting items use correct kinetic lifting technique (as instructed during manual handling training / e-learning / toolbox talk), ie straight back, feet shoulder width apart, avoid twisting, avoid cantilever lifting ensuring the load is held close to the body, ensure a good grip and don't over extend.</p> <p>Always use equipment for the task it has been specifically designed for, ie push and tip wheelbarrows, do not left them.</p> <p>Assess any lift intended and unavoidable prior to going ahead and plan to move items the shortest distance and as fewer times as possible.</p> <p>If any situation arises outside the normal scope and any doubt as how to proceed is encountered, call the office and seek advice prior to making any decisions.</p> | 3                         | 1           | 3    |

**SAFETY METHOD STATEMENT**

1. Do not lift and carry items unnecessarily
2. Try to make alternative arrangements to avoid lifting.
3. Employees should use lifting and carrying aids where appropriate.
4. Protect sharp edges with foam/paper or cardboard.
5. Wear suitable protective clothing when carrying hazardous material.
6. Get deliveries dropped close to point of use.
7. Get help from colleagues.
8. Allocate job to most appropriate person
9. Ensure employee is comfortable about handling task.
10. Buy smaller or more concentrated quantities.

|   |                          |                              |                            |             |
|---|--------------------------|------------------------------|----------------------------|-------------|
|  | Date of first issue:     | February 2005                | Authorised & published by: | Sharon Kaye |
|   | Content collaborators:   | Senior engineering team & MD |                            |             |
|   | Last review date         | 2017-06-14                   |                            |             |
|   | Revision period (months) | 12                           |                            |             |

| Severity                     | Probability         | Risk Rating                       |      |   |
|------------------------------|---------------------|-----------------------------------|------|---|
| 1 No Injury, property damage | 1 Very Unlikely     | Severity X Probability = 1 to 5   | Low  | Y – acceptable risk, work can start     |
| 2 Minor Injury               | 2 Unlikely          |                                   |      |   |
| 3 +3 Day Absence             | 3 Likely            | Severity X Probability = 6 to 14  | Med  | Y or N – may need further consideration |
| 4 Major Injury               | 4 Very Likely       |                                   |      |   |
| 5 Death                      | 5 Virtually Certain | Severity X Probability = 15 to 25 | High | N – Unacceptable risk Do not start work |

**HEALTH AND SAFETY (MANUAL HANDLING) REGULATIONS**

- There is now substantial international acceptance of both the scale of the manual handling problem and methods of prevention.
- Modern medical and scientific knowledge stresses the importance of an ergonomic approach in removing or reducing the risk of manual handling injury.
- Ergonomics is the interaction between workers and their working environment, or as sometimes described “ fitting the job to the person, rather than the person to the job “.
- The ergonomic approach looks at manual handling as a whole, taking into account a range of relevant factors including the nature of the task, the load, the working environment and individual capability.
- Augers’ policy sets a clear priority of measures relating to manual handling, which are:

Avoid hazardous manual handling operations so far as is reasonably practicable this may be done by redesigning the task to avoid moving the load or by automating or mechanising the process.

Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided.

Reduce the risk of injury so far as is reasonably practicable, particular consideration shall be given to the provision of mechanical assistance but where this is not reasonably practicable then other improvements to the task, the load and the working environment shall be investigated.

Within this policy no specific requirements such as weight limits or lifting techniques are set. The ergonomic approach shows clearly that such requirements are based on too simple a view of the problem and are likely to lead to misleading conclusions.

Instead, assessments are required which are based on the range of relevant factors and used to determine the risk of injury and point the way to prevention and or protection action.

**INJURY**

This policy seeks to prevent injury to any part of the body. Therefore assessments shall take into account any external properties of the load, which might either affect grip or cause direct injury, for example slipperiness, roughness, sharp edges or extremes of temperature.

Risks from the contents of a load, for example through spillage or leakage of corrosive material or from external contamination, are not classed as manual handling risks (such risks shall be assessed under the control of Substances Hazardous to Health (COSHH) policy).

**MANUAL HANDLING OPERATIONS**

This policy applies to the manual handling of loads, i.e. by human effort, as opposed to mechanical handling by crane, lift truck, etc.

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, e.g. a sack truck or a powered hoist, may reduce but not eliminate manual handling since human effort is still required to move, steady or position the load.

Manual handling includes both transporting a load and supporting a load in a stationary position. The load may be moved or supported by the hands or any other part of the body, for example the shoulder.

Manual handling also includes the intentional dropping of a load and the throwing of a load (e.g. by the use of a shovel) whether into a receptacle or from one person to another.

If the general assessment indicates a possibility of injury from manual handling operations, consideration shall first be given to avoiding the need for the operation which is being assessed.

At this preliminary stage a judgement shall be made as to the nature and likelihood of injury. It may not be necessary to carry out a specific and detailed risk assessment, particularly if the general risk assessment indicates that the risks are being controlled or avoided by existing measures or if the risk is of an insignificant order or if the risk falls within the Figure 1 guidelines.

**ELIMINATION OF HANDLING**

In seeking to avoid manual handling the first questions to ask are whether movement of the load or loads can be eliminated altogether? Is the handling operation unnecessary? or could the load be moved in some entirely different way?

**AUTOMATION OR MECHANISATION**

If load handling operations, in some form, cannot be avoided entirely then the following questions shall be asked:

Can the operation be automated

Can the operation be mechanised

It should be remembered that the introduction of automation or mechanisation may create other, different risks.

Even an automated plant will need maintenance and repair, and mechanisation, for example by the introduction of lift trucks or powered conveyors, can introduce fresh risks requiring precautions of their own.

It is especially important to address these questions when plant or systems of work are being considered or new sites planned and designed.

Examination of existing activities may also reveal opportunities for avoidance of manual handling operations that involve a risk of injury. Such improvements often bring additional benefits in terms of greater efficiency and productivity, and reduce damage to loads.

**MAKING A SPECIFIC AND DETAILED ASSESSMENT**

When a more detailed assessment is indicated following the general risk assessment, it must follow the structure set out in this policy and use a (company) Manual Handling Operations Assessment Checklist form.

The company assessment form lists a number of questions in five categories including the **task**; the **load**; the **working environment**; the **individual's capability** and **other factors**. Not all of these questions will be relevant to every case.

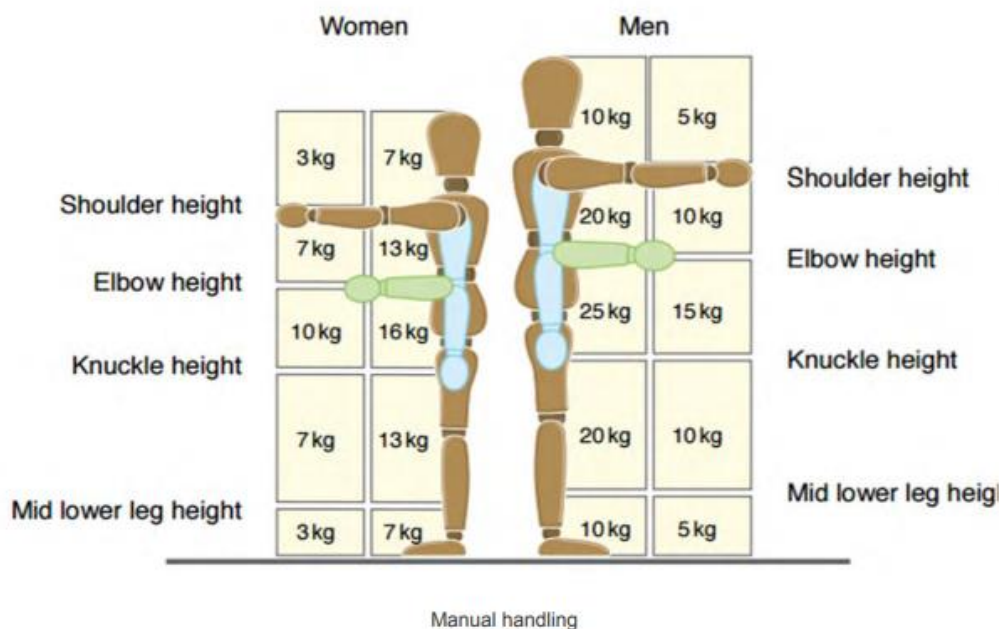
These categories are clearly interrelated: each may influence the others and therefore none can be considered in isolation. However, in order to carry out the assessment in a structured way it is often helpful to begin breaking the operations down into separate, more manageable items.

Risk assessment is the essential first stage of any strategy to achieve the objectives of health and safety legislation throughout the company. Until a proper analysis of the problem is carried out, it is impossible to accurately set priorities for action and, more seriously, any solution which is attempted is likely to prove ineffective and impractical – a waste of time and money.

Directors and management must ensure that suitable and sufficient, documented assessments are carried out for all manual handling risks arising within their areas of responsibility and that the employees appointed to carry out the risk assessments are competent to do so.

Those carrying out an assessment should be familiar with the main requirements of the appropriate Manual Handling Regulations 1992, must have read and understood the risk assessment procedures and guidance contained in the company's health and safety policy and have the ability to;

- Observe and appreciate the significance of the risks involved in the operations, including possible departures from good working practice.
- Seek additional information where necessary.
- Draw the information together in a systematic way.
- Form valid and justifiable conclusions as to the risk of injury.
- Make a clear record of the assessment in all but simple cases using the company Assessment Forms, and communicate its findings to those employees who need to know.
- Recognise their own limitations so that the knowledge or skills of others can be called in if necessary.



## Kinetic lifting methods

