

# TOOLBOX TALKS

## MANUAL HANDLING GUIDANCE

Poor manual handling (i.e. lifting, pushing and pulling objects) causes almost one third of all reportable accidents.



### 1 MANUAL HANDLING

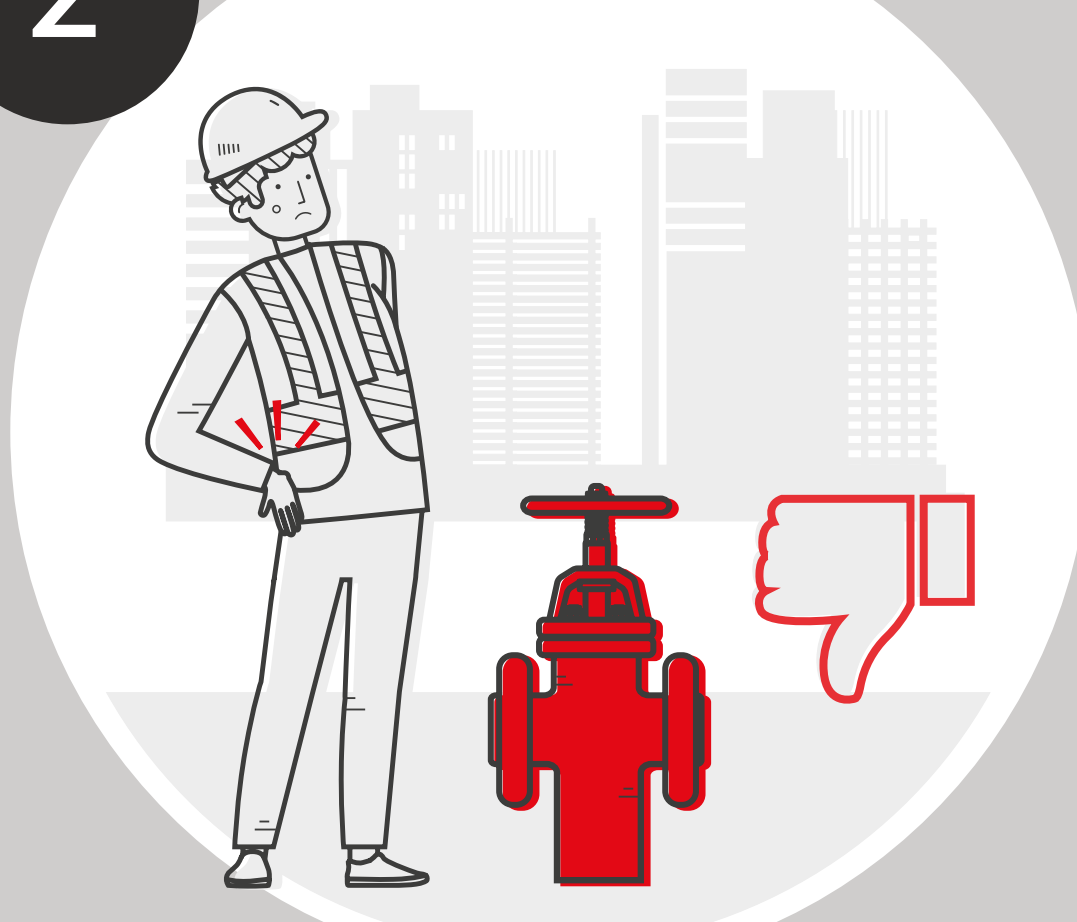
#### TYPES OF INJURIES

Types of injuries include:

1. Back injuries – the most frequent injuries caused by poor lifting and handling.
2. Cuts and abrasions from rough surfaces, jagged edges etc.
3. Broken bones caused by falling objects, fingers, hands or feet becoming trapped by loads.
4. Straining of muscles and joints often caused by sudden and awkward jerking movements and over-exertion (i.e. people attempting to lift loads beyond their physical capabilities).



### 2



#### BEFORE YOU LIFT

You **MUST** use all equipment provided to assist you when transporting loads. See example 3.1 (this is a legal requirement). If it cannot be automated then a Risk Assessment **MUST** be carried out – **T.I.L.E.**

Reminder – ask yourself:

**Task** – what has to be moved? How far and from where? Can we use machinery or is it a team lift (see Stage – Team Lifting).

**Individual capabilities** – (see Stage 4).

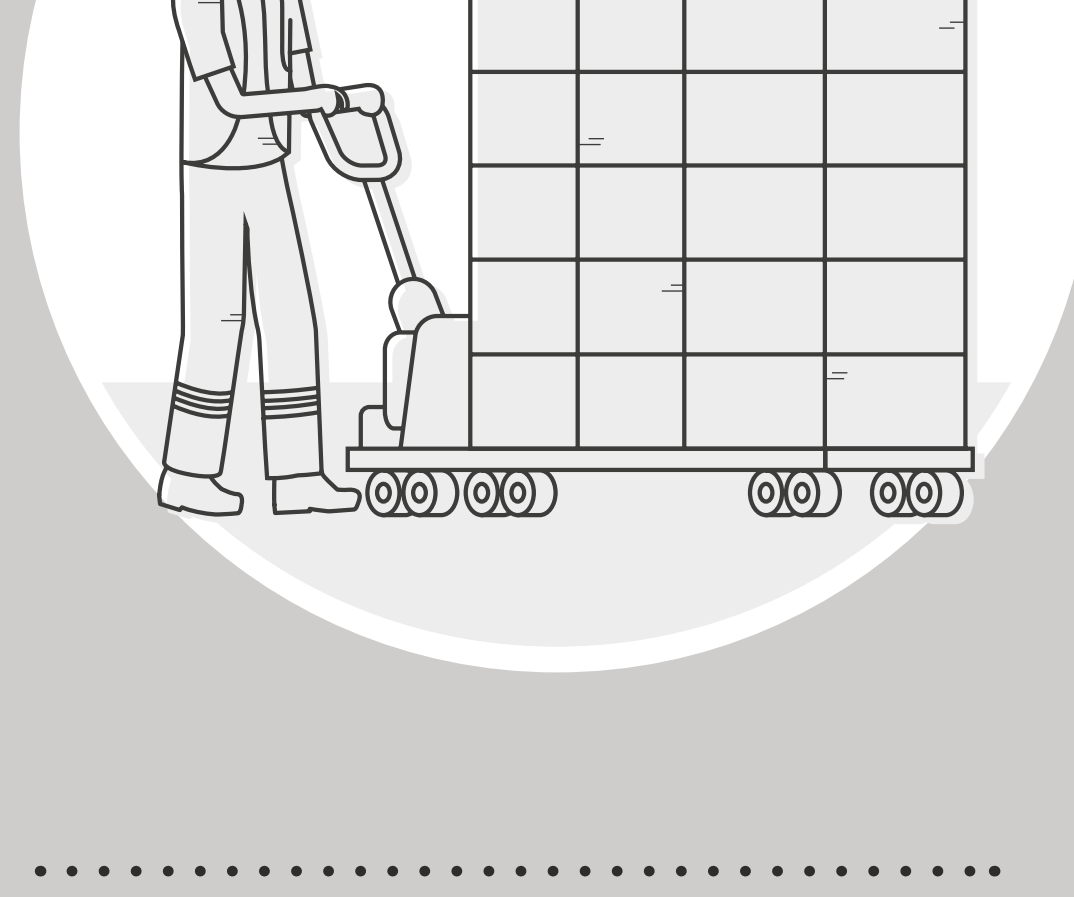
**Load** – is it heavy, bulky, or difficult to grasp? Are the contents unstable or hot?

**Environment** – is there enough space to safely carry out the lift? Check floor surfaces and lighting. Be aware of extreme temperatures.

#### BEFORE YOU LIFT (CONTINUED)

**USE** the right equipment for the job and where possible use a mechanical aid

### 3.1



#### BEFORE YOU LIFT (CONTINUED)

If the assessment identifies that Manual Handling is a safe option and also cannot be avoided:

Make sure you:

1. Don't carry out a lift unless you have been instructed in correct lifting techniques and have correct PPE (e.g. gloves).
2. Feel capable to do the lift (people with health problems and pregnant women may be particularly at risk of injury).
3. Those who have an existing or previous medical condition that affects manual handling must report it.

#### SAFE LIFTING TECHNIQUE POSITIONING

**UNSUITABLE** clothing, footwear and confined spaces will make positioning difficult.

1. Approach the object squarely facing the intended direction of travel.
2. Position your feet about a hip's width apart, one foot slightly in front of the other to maintain a comfortable balance of the body.

(REMEMBER CERTAIN CLOTHING, UNSUITABLE FOOTWEAR AND CONFINED SPACES WILL MAKE THIS DIFFICULT).

3. Ensure the heaviest part of the load is nearest to you.

### 4



#### LIFTING

Achieving the correct posture (i.e. the positioning of various parts of the body) is **ESSENTIAL** when lifting. Make sure you are wearing the correct PPE.

Wearing your PPE:

1. The knees should be bent and the body lowered as close to the load as possible.
2. Remember to keep the back straight.
3. Tuck the chin in on the way down.
4. Lean slightly forward if necessary and get a good grip.
5. Remember, a hook grip is less tiring than keeping fingers straight.
6. Keep the shoulders level, without twisting or turning the hips.

#### LIFTING (CONTINUED)

1. Make sure you have a suitable and secure grip of the load.
2. Using the strong leg and thigh muscles and not the weaker back muscles bring the load to waist height.
3. Remember to keep the back straight and the lift as smooth as possible.

**AVOID ALL UNNECESSARY TWISTING OR JERKING MOVEMENTS.**

### 5.1



### 6



#### MOVING THE LOAD

**PLAN** your route before **LIFTING**.

1. Keep the load close to the body.
2. Proceed carefully, making sure that you can see where you are going.

#### PUTTING THE LOAD DOWN

1. When lowering the load, reverse the procedure for lifting.
2. Avoid crushing fingers or toes as you put the load down.

#### REPORTING AND TEAM LIFTING

**REPORT** any problems **IMMEDIATELY** to your Supervisor.

1. Report any problems immediately, e.g. strains and sprains, to your supervisor.
2. Where there are any changes, for example to the job or the load, the task must be reassessed.

#### TWO-MAN LIFT

1. Your helper should ideally be of similar height and build to avoid the load becoming unbalanced.
2. It is important you work together. One person should give clear instructions when manually handling objects.

### 8



#### SUMMARY

- Plan and prepare for the lift using Risk Assessment. Identify what equipment provided can be used to avoid manually handling items
- Identify your own limitations. Can you safely carry out the lift? You may need to consider Team Lifting
- If Manual Handling is a safe option, achieving the correct position of various parts of the body is essential
- Correct positioning of feet
- Correct/firm grip or hold of object
- Maintain a straight back during lifting operation
- Arms must remain close to the body (reducing pressure on the body)
- Use of body weight and strong leg and thigh muscles to generate power when lifting, rather than weaker back muscles
- Avoid unnecessary twisting movements
- Report any problems to your supervisor immediately

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FOR MORE INFORMATION OR IF YOU HAVE ANY CONCERNS CONTACT YOUR SHEQ DEPARTMENT