


Site Safety Plan		
Section	13	
Subject	Manual Handling Training	
Revision	2: 23 September 2014	


HUMAN RESOURCE TRAINING

HRT:HO: 2

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Hygiene Operator

# Guide to Manual Handling

Site Safety Plan		
Section	13	
Subject	Manual Handling Training	
Revision	2: 23 September 2014	

## Module Outline

At the end of this module, the learner will understand that manual handling includes lifting and strain and sprain injuries. Included are guidelines on ways of preventing strain type injuries, including those to the shoulder, wrist and back. The lift process is explained focusing on injury prevention. Additionally, basic do's and don'ts of manual handling are outlined alongside a proficiency test. On completion, the training module is to be retained by the learner and the proficiency assessment is to be retained by the trainer.

Site Safety Plan		
Section	13	
Subject	Manual Handling Training	
Revision	2: 23 September 2014	

## Lifting To Avoid Injury

### 1. Check the Load

- Check the weight, shape and size of the load  
*Can it be managed manually?*
- Find out the best parts of the load to grip.  
*(The whole hand should be used to grip rather than fingers only)*

### 2. Plan the Lift

- Check distance to be carried and the surface of the ground.
- Use lifting aids if available.
- Ask how others have done the task.
- Remove obstacles that prevent you getting close to the load *E.g., items in front of the load*
- Clear the pathway, clean up floor spills, and clear articles on the ground to prevent tripping.

### 3. Arrange Assistance or Aid


- Organise help if needed and plan *before* you do the task, not during.
- For team lifting, partners should be of similar height and build and be trained in lifting techniques.  
*Communicate during the lift where to go and only one person should co-ordinate the lift. \**

### 4. Do the Lift

- Get close to the load and face it.
- Bend hips and knees, keep back straight.  
*(Though not necessarily vertical)*
- Lift smoothly and without jerking.
- Move your feet to turn, do not twist the body.
- Bend your knees to lower the load.

**Correct Technique**

**Incorrect Technique**

Site Safety Plan		
Section	13	
Subject	Manual Handling Training	
Revision	2: 23 September 2014	



\*Team lifting is always a last resort option.

It is always preferable to redesign the work task or load being handled.

## Avoid Back Injury

Always bend your knees when lifting or working below hip level.




Keep the back straight and not rotated. This minimises strain on muscles whilst standing.

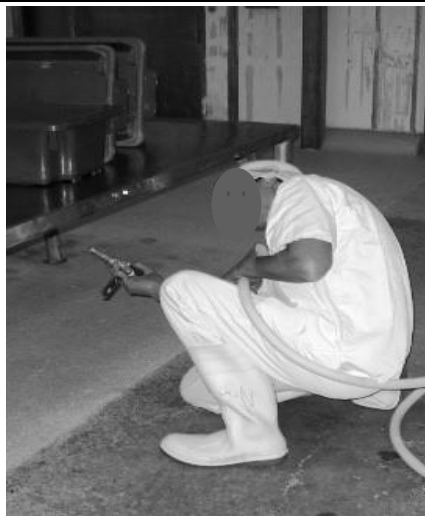
Always stand square on to the working area to avoid twisting the neck or back.



Move your feet when turning or reaching forward and back. Do not bend at the waist repetitively.

Site Safety Plan		
Section	13	
Subject	Manual Handling Training	
Revision	2: 23 September 2014	

Squat down to avoid bending for longer than 30 seconds, especially when cleaning below benches. Change posture every 30 seconds.




Do not twist your back or neck whilst working. Keep your shoulders and feet facing the area you are cleaning.



## Avoid Shoulder Injury

Do not hold awkward postures - e.g., neck bent or twisted, back turned or bent, arms raised for more than 30 seconds or shoulders hunched.







Work with hands in front of you, not out to the side - this will avoid putting the shoulder out of alignment.

Site Safety Plan		
Section	13	
Subject	Manual Handling Training	
Revision	2: 23 September 2014	


<p>Do not reach forward for more than 15 seconds, stand close.</p>		<p>Standing close to where you are working will help your shoulders and your back.</p>
<p>Work with a bent elbow, even hosing, do not straighten the arm.</p> <p>Do not work with arms above the level of the heart for more than 20 seconds without pausing.</p>		<p>Bending the elbow whilst working is safer and less likely to cause injury to upper back and shoulders.</p>

## Avoid Wrist Strains

Site Safety Plan		
Section	13	
Subject	Manual Handling Training	
Revision	2: 23 September 2014	

<p>Wrist angles should not be excessive, particularly if the movement is fast or against a force.</p>		<p>Slowly increase hose pressure. <i>When wiping, keep the wrist straight, not bent.</i></p>
<p>Turning the arm over and back, especially with weight, is not recommended.</p> <p>This movement increases the risk of getting tennis elbow.</p>		<p>Use your shoulders and whole arm for movement.</p>
<p>Do not use wide finger and thumb stretches when gripping wide-opening tool handles, or a large object in one hand.</p> <p>Avoid picking up things with the palm facing downwards.</p> <p>Pick up from the side or base of an item.</p> <p>Push the item don't lift.</p>		<p>Use two hands when gripping equipment or applying force if hands are stretched fully.</p> <p>Alternate arms, where you can, to avoid overuse of one muscle group.</p>




Site Safety Plan		
Section	13	
Subject	Manual Handling Training	
Revision	2: 23 September 2014	

## Summary

- Do not hold awkward postures  
*E.g., neck bent or twisted, back turned or bent, arms raised for more than 30 seconds or shoulders hunched.*
- Carry your hose into the plant over one shoulder.
- Do not work with arms above the level of the heart, it is more tiring.
- Do not reach forward for more than 15 seconds, stand close.
- Work with a bent elbow, even hosing, do not straighten the arm.
- Rest your arms on a rail or support - it is less tiring and safer.
- Bending the arm is safer and less likely to cause injury.
- Move arms and shoulders often. *Change posture frequently*
- Standing close to where you are working will help your shoulder and back.
- Report any pain from lifting, bending or twisting to your manager. If the pain persists to the next shift, please report again to your manager. The company has contracted medical centres across Australia, to provide early intervention injury management.
- Stretching your back, shoulders and legs before and after work will help look after your back.





Site Safety Plan		
Section	13	
Subject	Manual Handling Training	
Revision	2: 23 September 2014	

## Manual Handling Proficiency Test

Question	True or False
When working I should stand in front of the area being cleaned.	
To lift, I must bend my back and keep my knees straight	
It is preferable to keep my wrist straight rather than bend it excessively when hosing and wiping.	
It is better for two people to lift a load rather than use a trolley.	
I should bend at the waist when cleaning underneath benches	
I should stretch out my arms when working to help with my upper back movement.	
When wiping or scrubbing benches it is not a risk to stand an arm's length away from the work.	
It is better to use two hands to pick something up, rather than one.	
Carrying my hose over my shoulder is a good practice.	
I should swap arms when scrubbing to avoid over-use of one side of my body.	

Mark with a tick ☐ each question correctly answered.

A pass rate of 90% must be achieved for proficiency.

Name ..... Staff number..... Score \_\_ / 10 = \_\_ % has passed / failed.

He / She are proficient / not proficient in Manual Handling.

Evaluation completed by..... Date.....