



—BELMATT—
HEALTHCARE TRAINING

Manual Handling and Moving of People

Aims and Learning Outcomes

This session will improve your knowledge in the following aspects of manual handling

- What is manual handling?
- What are the risks of manual handling?
- What makes manual handling hazardous?
- How can the risks be managed?
 - S.M.A.R.T lifting
 - Team lifting
 - Pushing and pulling
 - Manual handling of people
 - Safe storage
- Available supports and resources

What is Manual Handling?

- Manual handling is any activity requiring the use of force, exerted by a person to lift, lower, push, pull or carry or otherwise move, hold or restrain an object, person or animal.



The Manual Handling Operations Regulations - Employers Duty

AVOID

AVOID hazardous manual handling so far as is reasonably practicable.

ASSESS

ASSESS hazardous manual handling that cannot be avoided.

Take

Take ACTION to reduce the risks so far as is reasonably practicable.

Reasonably Practicable

The term reasonably practicable refers to a balance between the risk a task presents and the cost (time, trouble, financial and inconvenience) of remedial action.

The Manual Handling Operations Regulations – Employees Duty

Take reasonable care of themselves and other people affected by their acts or omissions.

(Don't knowingly put yourself or others at risk)

Causes of Back Pain

Twisting, stooping, stretching.

Heavy lifting.

Carrying loads awkwardly.

Repetitive tasks.

Static posture eg. driving.

Stress, fatigue.

Being overweight or unfit.

Back Care

Maintain a good posture when lifting, carrying, sitting etc.

Know your limits when lifting, carrying etc.

Keep fit.

Listen to your body – take breaks when needed (don't over do it).

The Spine

The spine is a delicate but incredibly strong structure.

The spine's natural shape is an elongated 'S' shape.

Bad posture when sitting, lifting, watching TV etc puts the shape of the spine into an elongated 'C' shape putting additional strain on muscles, nerves and other tissues.

Risk Assessment

A manual handling risk assessment should take account of:

TASK

INDIVIDUAL(S) DOING THE TASK

LOAD

ENVIRONMENT

What would you consider about the above ?



Task

Does the task involve:

Twisting, stooping, bending, holding loads away from the body, long carrying distances, large vertical movement, repetitive, strenuous pushing or pulling.

Individual(s) doing the task

Is it possible for one person to do the job or is help / equipment required.

Does it put people with health problems at risk eg. should a pregnant worker be doing it ?

Does it call for specialist training.

Load

Is the load stable, bulky, can it be reduced eg. remove packages from a box, too big, awkward shape, difficult to grasp, awkwardly stacked or stored.

Environment

Are there constraints on posture.

Variations in levels eg. stairs, slopes etc.

Poor lighting.

Inclement weather.

Bumpy paths, slip hazards, doors etc.

Restricted movement due to personal protective clothing eg. gloves.

Handling Loads

Think before handling a load – plan first.

Keep the load close to you.

Adopt a stable position – feet apart with one leg slightly forward.

Get a good hold of the load.

Posture – bend your knees when lifting, pushing etc.

Maintain the natural curves of your back.

Don't twist, stretch, stoop or bend your back.

Know your limits and ask for help when you need it.

Use equipment provided for you eg. trolleys.



Handling Loads

Example Manual Handling Tasks

- Carrying large number of books
- Lifting and moving sport equipment
- Storing and retrieving boxes above or below shoulder height
- Moving furniture
- Typing at an incorrectly set-up workstation
- Hanging art work/poster



What are the risks?

- Manual handling injuries make up approximately 10% of total injuries occurring in Department workplaces.

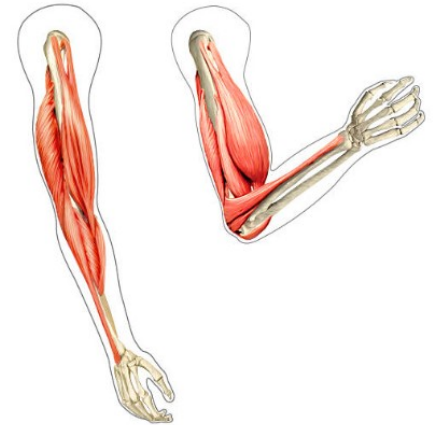


What are the risks?

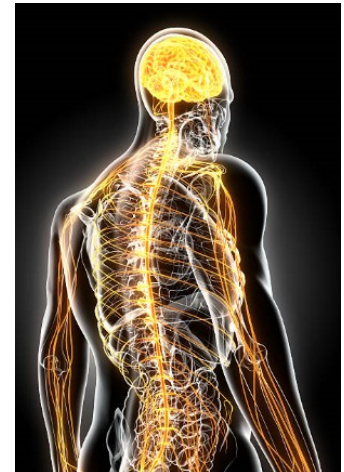
- Work related musculoskeletal disorders can occur as a result of:
 - repeated damage or strain
 - a single case of overburdening
- WMSD may include injuries to:
 - Muscles
 - Ligaments
 - Intervertebral disc
 - Nerves
 - Tendons in the wrist, arms, shoulders, neck or legs



Torn Anterior Cruciate Ligament



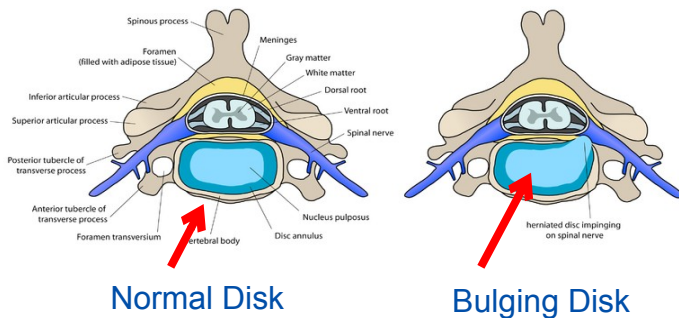
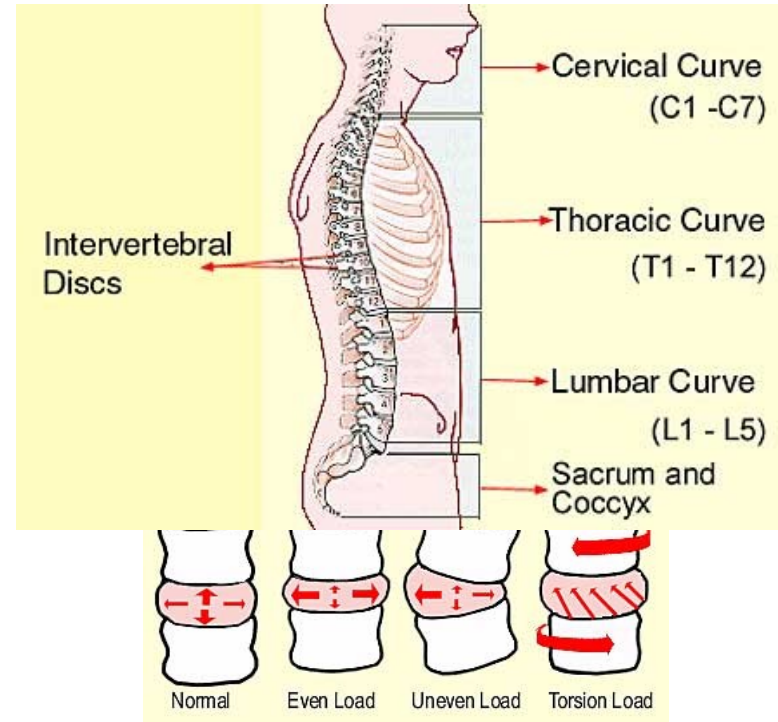
Bones and muscle while flexing



Nervous System

What are the risks?

- The spine in its normal S-curve shape is very flexible, but is easily affected by movements which are: forceful, awkward, asymmetrical and or jerky, especially if the back is bent or twisted while moving.
- Carrying a large or heavy load while the back is not in its normal S-curve shape puts much more strain on the discs between the vertebrae.



When does it become hazardous?

Task

Too Strenuous



Awkward Postures



Individual

Individual Physical Capacity



Training/Supervision



Load

Too Heavy



Too Large



Environment

Climate (heat / cold, ventilation etc.)



Available Space



What do you have to do?

1. IDENTIFY MANUAL HANDLING TASKS

- Talk to colleagues
- Conduct a walk through the workplace

2. ASSESS THE LEVEL RISK ASSOCIATED WITH THE TASK

- Document manual handling in the OHS Risk Register
- Complete risk assessment where the tasks or level of risk is uncertain

3. IDENTIFY AND IMPLEMENT CONTROLS

- Talk to colleagues undertaking task
- Implement risk controls
- Document risk controls
- Report all manual handling incidents on eduSafe



Example Risk Controls

1. Don't undertake the task

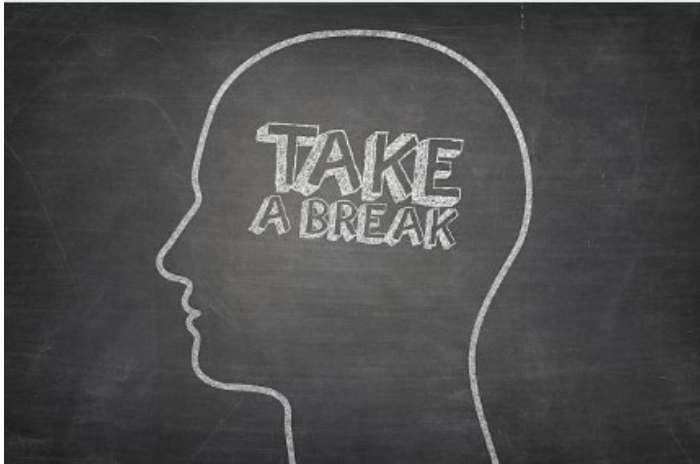


2. Change the environment



Example Risk Controls

3. Change the nature of the work



4. Change the object



Example Risk Controls

5. Use mechanical aids



6. Administrative aids



Risk Assessment

This template is to be used with reference to the OHS Risk Management Procedure and OHS Risk Management Guide. For support in conducting a Risk Assessment contact the OHS Advisory Service on 1300 074 715 or email safety@edumail.vic.gov.au.

1. Background Information	
School/Workplace:	Date:
Title of Assessment:	Name of person conducting assessment:
2. Risk Assessment	

Controls (if any - where current controls are not adequately managing the level of risk)



S.M.A.R.T Lifting



Size up that load

- Assess the load (shape, size and weight)
- Determine where the load needs to be moved and placed



Move the load as close to the body as possible

- Carry the load as close to the body as possible
- Secure your grip



Always bend your knees

- Keep feet apart, in a comfortable position (usually in line with the hips)
- Minimise lower back bending
- Bend knees (squat or semi-squat position)



Raise the load with your legs

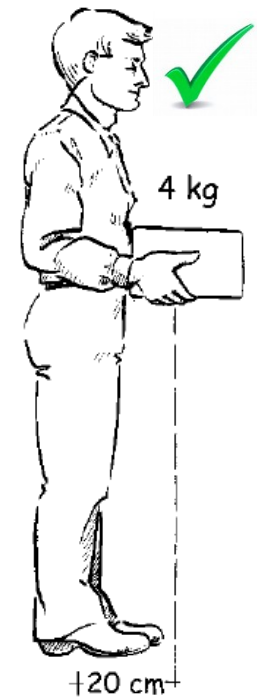
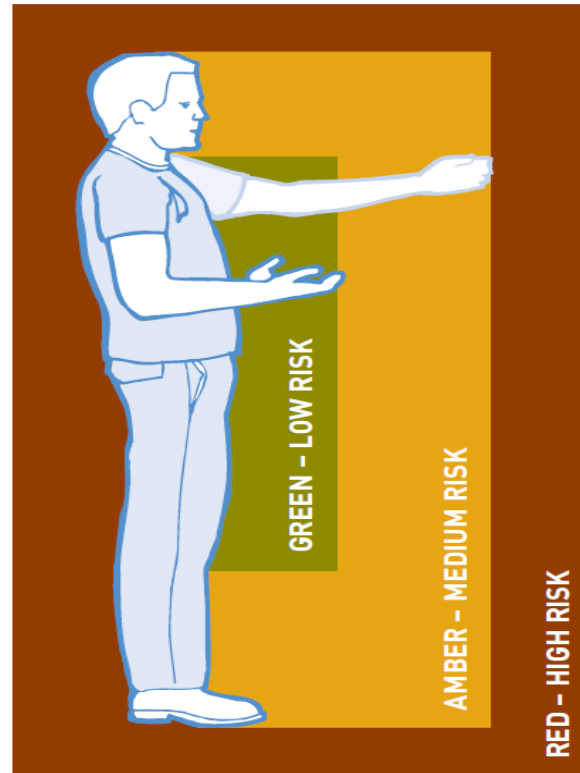
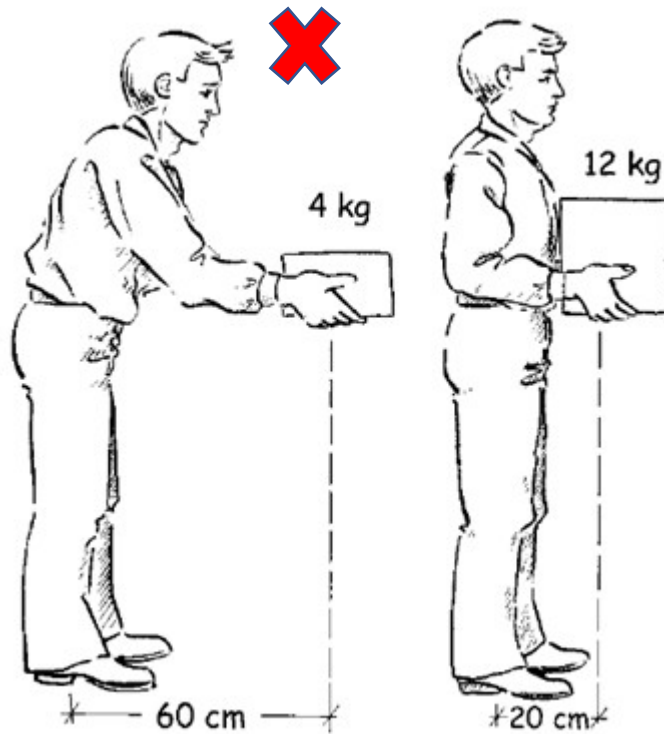
- Lift the load with your legs, not your back, in a smooth motion (avoid twisting or jerky movements)
- Maintain normal curvature of the spine



Turn your feet in the direction you want to move

- Change direction by pointing your feet and not twisting your back
- To set the load down, squat down, keep your head up and allow your legs to carry the weight

S.M.A.R.T Lifting



Lifting a 4kg load held 6cm in front of the body requires about the same effort as lifting a 12kg load held 20cm in front of the body.

Team Lifting

- Consider:
 - Are there enough people?
 - Are all persons of the same size with similar strength?
 - Are there any known pre-existing injuries?
 - Who is coordinating the lift?
 - Is there a plan, and has been communicated to those involved?



Pushing and Pulling

- **Consider:**

- When pushing, lean forward
- Stand close to the trolley
- When pulling, lean backwards (**pushing is preferable** as it involves less work by the lower back muscles and allows for maximum use of body weight). It allows employees to adopt a forward facing posture, providing clearer vision in the direction of travel
- Ensuring you have a good grip
- Avoiding twisting and turning
- Checking that the handle height is between shoulder and waist height



Using hoists

- It is important that safe working procedures are followed during hoisting to avoid accidents that can result in serious or fatal injuries.
- Problems include:
 - selection of the wrong size sling – which can result in discomfort if the sling is too small, and/or the person slipping through if it is too large. Staff should be aware that sling sizes and coding vary between manufacturers
 - wrong type of hoist or sling for the individual, or task – which can lead to inadequate support and a risk of falling. For example, toileting slings give a great degree of access, but little support
 - incompatibility of hoist and sling can result in insecure attachment between the two. Follow the manufacturer's advice and refer any concerns about sling/hoist design, supply, manufacturer's instructions or compatibility to the [MHRA](#), the regulator for medical devices
- failure of equipment due to lack of maintenance/inspection
- leaving a vulnerable person unattended in a hoist; or in a position where they might be at risk of falling
- overturning of the hoist due to difficult surfaces, transporting an individual over a long distance on a hoist, or not following the manufacturer's instructions
- failure to use a safety harness, belt or attachment appropriately. Some slings come with different length loops for attachment to the hoist to increase comfort or the range of positions. You must choose the correct loops so that an individual is not at risk of slipping from the sling. Use the same loop configuration on both sides to reduce the risk of sideways falling

The individual's risk assessment and care plan for hoisting should specify:

- which hoist to use for which task
- type and size of sling and any configurations of loops or leg attachments
- use of any additional safety devices such as safety belts
- number of carers needed to carry out the task
- any other relevant information specific to the person being hoisted
- You must communicate this information to staff and keep it accessible for easy reference. It is common practice to include assessments in individual care plans or profiles and provide an additional quick reference guide in a convenient place, eg on the inside of the resident's wardrobe door.

Manual Handling of People

- No lift policy is best, use equipment and the student's own ability to avoid unnecessary manual handling. Always follow Behaviour Support Plans for individuals who cannot assist with their own movement.

Monitoring and Review

- Risk assessments should be reviewed periodically and whenever circumstances change to ensure they remain current.
- There should also be arrangements in place to ensure that moving and handling activities are monitored to ensure that correct procedures, techniques and equipment are being used
- Remember:
 - An individual's needs and abilities can change over the course of a day. Staff should understand the impact this may have on moving and handling practices.
 - Individuals may become upset or agitated when being moved. Others, though willing to assist at the start of a manoeuvre, may find themselves unable to continue.
 - Training may prevent injury arising in such circumstances. A natural reaction, while helping with walking, for example, is to try to prevent a fall. Injuries have occurred to both staff and the service user in such circumstances. Properly positioned, the helper may prevent a fall or allow a controlled slide. Having made the individual comfortable, they can determine how to move them safely – often with a mechanical aid.

Conclusion

- Ensure that your assessor is suitably trained and competent
- Carry out a moving and handling assessment:
 - to include consideration of the person's needs and ability, task, load and environment
- Identify what is needed to reduce the risk for all the tasks identified:
 - to include appropriate techniques and training, equipment and accessories required for each task, number of staff needed etc
- Record the assessment and controls necessary in the person's individual care plan:
 - to include details of the task, techniques to be used, equipment type and size, number of staff and any other relevant information
- Review the handling assessment periodically, and when the person's needs change
- Ensure you have arrangements to monitor handling activities:
 - to help make sure correct safe techniques and equipment are used
- Review your procedures to ensure that suitable arrangements are in place:
 - to include competence of staff, equipment provision and management arrangements

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