



INTRODUCE course by explaining:

- The aim of today is to ensure that you understand and follow safe working practices with regard to handling and transporting loads
- The course will help you understand:
 - The law and the risks related to manual handling
 - Risk assessment before lifting
 - Correct lifting, transferring, pushing and pulling techniques
 - Who to contact when there is an issue with manual handling health and safety
- The course will take around 1 hour 30 minutes

GIVE delegates a 'walk through' of the areas you will be covering in the session.

ENCOURAGE questions throughout the session and to remember that a question that seems silly to ask might be on the minds of other delegates.

ISSUE handout: Bite Size Training: Manual Handling and encourage delegates to make their additional notes throughout the session.

MANUAL HANDLING OVERVIEW



SHOW above slide.

EXPLAIN:

- In this section, we will cover the reasons why the topic is important, the health risks and a brief look at the law with regard to manual handling

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Manual Handling Operations Regulations 1992



Manual handling applies to:

- Lifting
- Lowering
- Pushing
- Pulling
- Carrying
- Moving

SHOW above slide and **REFER** delegates to page 3 in delegate manual: Manual Handling Operations Regulations 1992.

EXPLAIN:

- Manual handling refers also to transporting and supporting a load as well as lifting
- The load may be inanimate such as a box or item of equipment but also applies to living things such as a person or an animal
- It applies to all workplaces

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Consequences of Accidents

- 1.1m in G.B. had musculoskeletal disorders caused by work
- 12.3m working days lost
- 20 days off per person



Source: Health and Safety Executive

SHOW slide to reinforce the consequences.

EXPLAIN:

- 1.1 million people in Great Britain suffered from musculoskeletal disorders (M.S.D.) caused or made worse by their current or past work
- An estimated 12.3 million working days were lost due to work-related M.S.D.s
- On average each sufferer took about 20 days off in a 12 month period

(All statistics assessed from 2001/02 period)

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TIPS ON MANUAL HANDLING



SHOW above slide.

EXPLAIN:

- In this section, we will cover a range of practical tips to ensure safe handling practices by explaining and demonstrating each aspect
- Employees must notify their manager of any physical condition which may affect their ability to lift safely
- If in any doubt, they should not attempt to lift the load themselves but inform their manager

TRAINER TIP: If time allows, this topic can be introduced with a syndicate exercise where delegates identify these tips for themselves, particularly if they have worked for other organisations and received similar training. This will also help keep the group engaged. **SPLIT** delegates into 2 groups. One group identifies the 'dos' and the other group the 'Don'ts' of manual handling. **ASK** delegates to record their findings on flipchart and feedback. Then **REVIEW** the following slides to reinforce.

Stop and Think: Route

- Carrying distance
- Rest point
- Doors
- Stairs
- Floors
- Vision
- Environment
- Load destination




SHOW slide explaining the importance of walking the route you will take the load. Imagine you are carrying the load and think through the implications.

Carrying distance

- What is the carrying distance? Can this be reduced or made easier e.g. employ a lifting aid for some of the journey

Rest point

- Is there a convenient place to put the load down temporarily during the journey in order to rest/ change grip position

Doors

- Opening doors particularly if they open towards you. Perhaps keep the door temporarily open (as long as it is not a fire door)

Stairs

- The possibility of stairs on the route and your ability to see your way when carrying. Can stairs/ steep ramps be avoided?

Floors

- The floor and how even/ slippery it is
- Care over potential hazards for tripping e.g. boxes protruding into walkways; packaging material left on floor

Vision

- The extent to which our vision may be impaired when carrying the load (e.g. seeing where we are going to avoid possible accidents)

Environment

- What is the lighting level during the journey or at the destination? Do you need to provide additional lighting to ensure safe transportation?
- Consider the level of heat and humidity and how that will affect performance e.g. ensure you have warm clothing if the route passes through a cold-store environment; hot/humid environments means perspiration that could affect grip of the load
- Are there constraints on posture e.g. tight spaces to handle load? How might that affect your movement or posture from clothes/ protective equipment

Load destination

- Check the area in which the load will be placed. Picture yourself placing the load into position. Is there space? Will anything get in the way?

Lifting Correctly



- Position the feet
- Get a firm grip
- Adopt a good posture
 - Bend the knees
 - Keep back straight
 - Keep shoulders level
- Do not jerk

SHOW above slide, referring to page 8 in delegate manual: Lifting Correctly.

EXPLAIN:

Position the feet

- Feet apart, with one leg slightly forward, giving a balanced and stable base for lifting (feet should be approximately a shoulder length apart)
- Stand as close as possible to the load

Get a firm grip

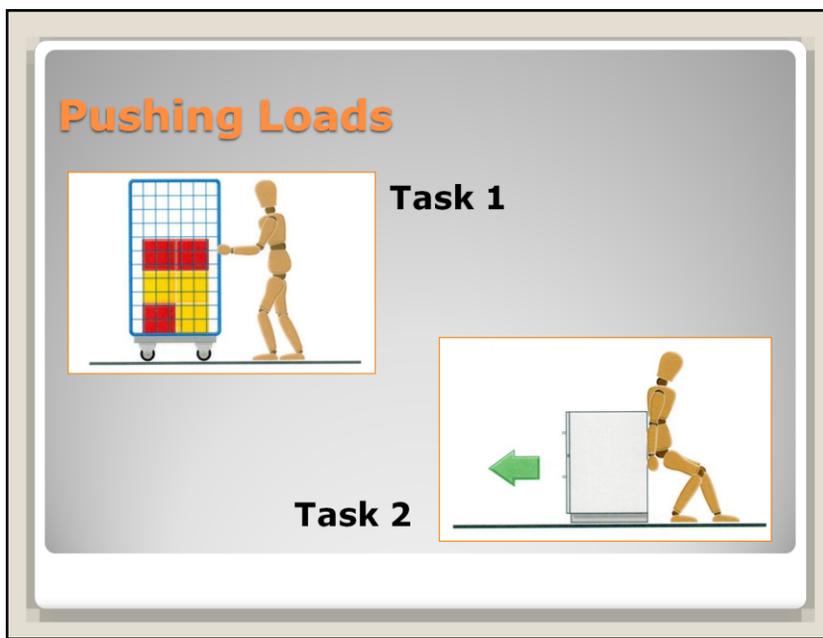
- Keep your arms within the boundary formed by the legs
- Ensure the grip is secure otherwise do not attempt the lift
- Avoid lifting with finger tips. Use palm of the hand to grip the load
- If a close approach to the load is not possible, try to slide it towards the body before lifting

Adopt a good posture

- When lifting from low level, bend the knees
- Do not kneel
- Keep back straight
- Lean forward a little, over the load if necessary, to get a good grip
- Keep shoulders level and facing the same way as the hips
- Avoid twisting the back or leaning sideways

Do not jerk

- Lift smoothly keeping control of the load



As a way of summarising pushing and pulling, **SHOW** slide, asking delegates to point out the key features of the tasks:

Task 1

- Trolley is not overloaded, so is manageable and safe
- Feet well away from wheels
- Straight back with forearms horizontal
- Hands applied at waist level
- Legs slightly bent

Task 2

- Secure footing
- Hands/forearms applied at waist level
- Straight back
- Knees bent