

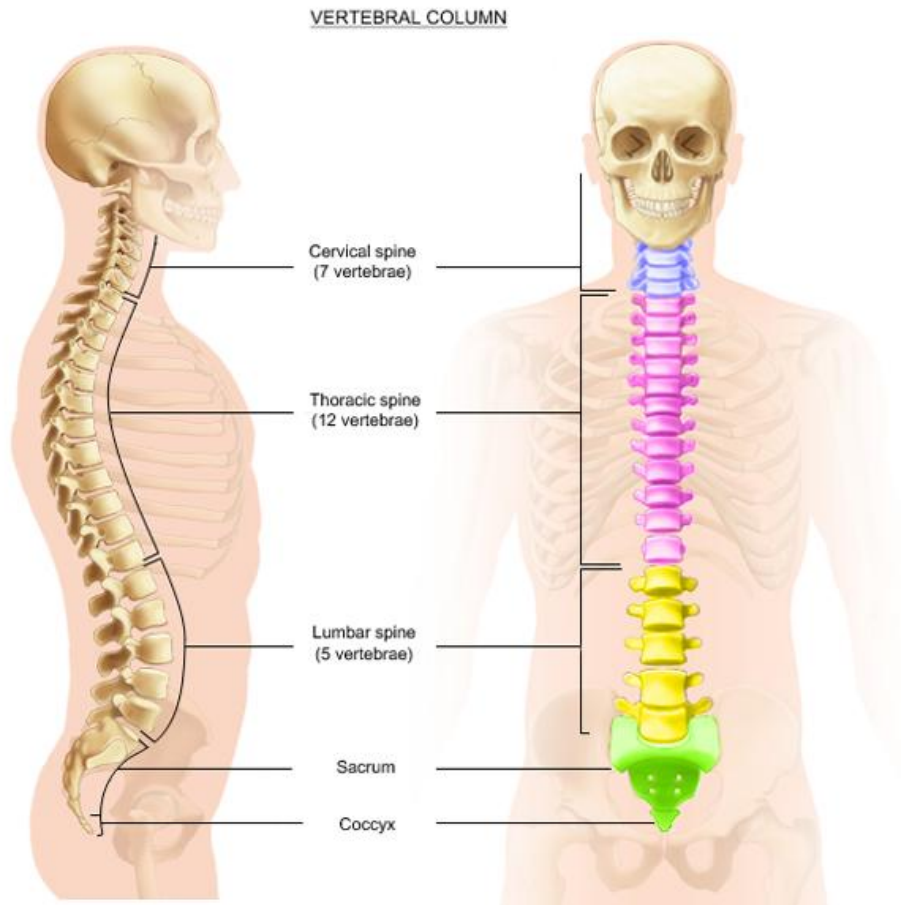
Manual Handling Handbook



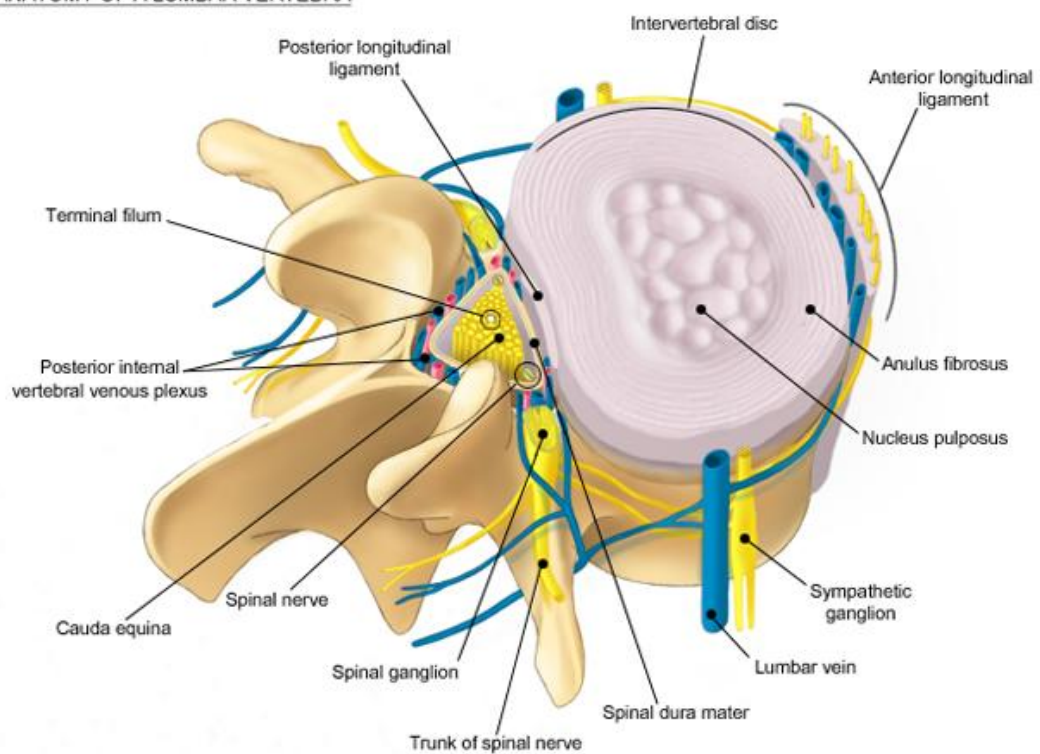
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www.singleton-associates.org



View of the human spine

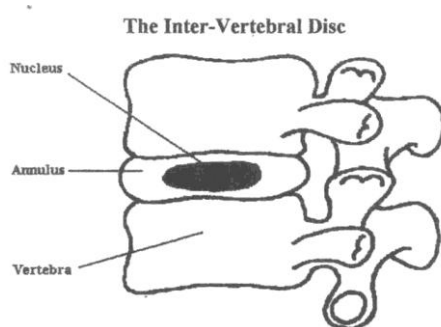


ANATOMY OF A LUMBAR VERTEBRA

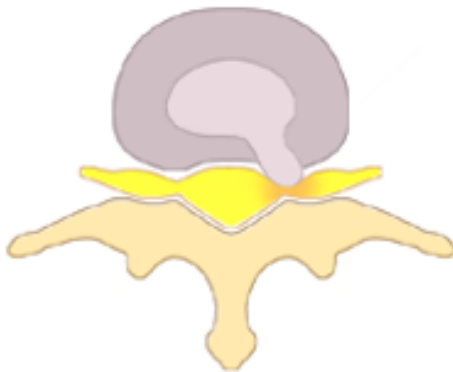


Why is it important to learn how to move and handle correctly?

Serious injuries can occur if you do not lift correctly!



The discs are made up of a strong, fibrous layer called the annulus and a soft jelly-like layer called the nucleus



Slipped/prolapsed disc

Disc Injuries

Spinal injuries are caused by twisting and lifting. The term slipped disc is misleading as the disc does not actually move.

Strains & Sprains

Muscles, tendons and ligaments can be torn or stretched by overexerting.

Fractures

Dropping the load onto your feet can break toes.

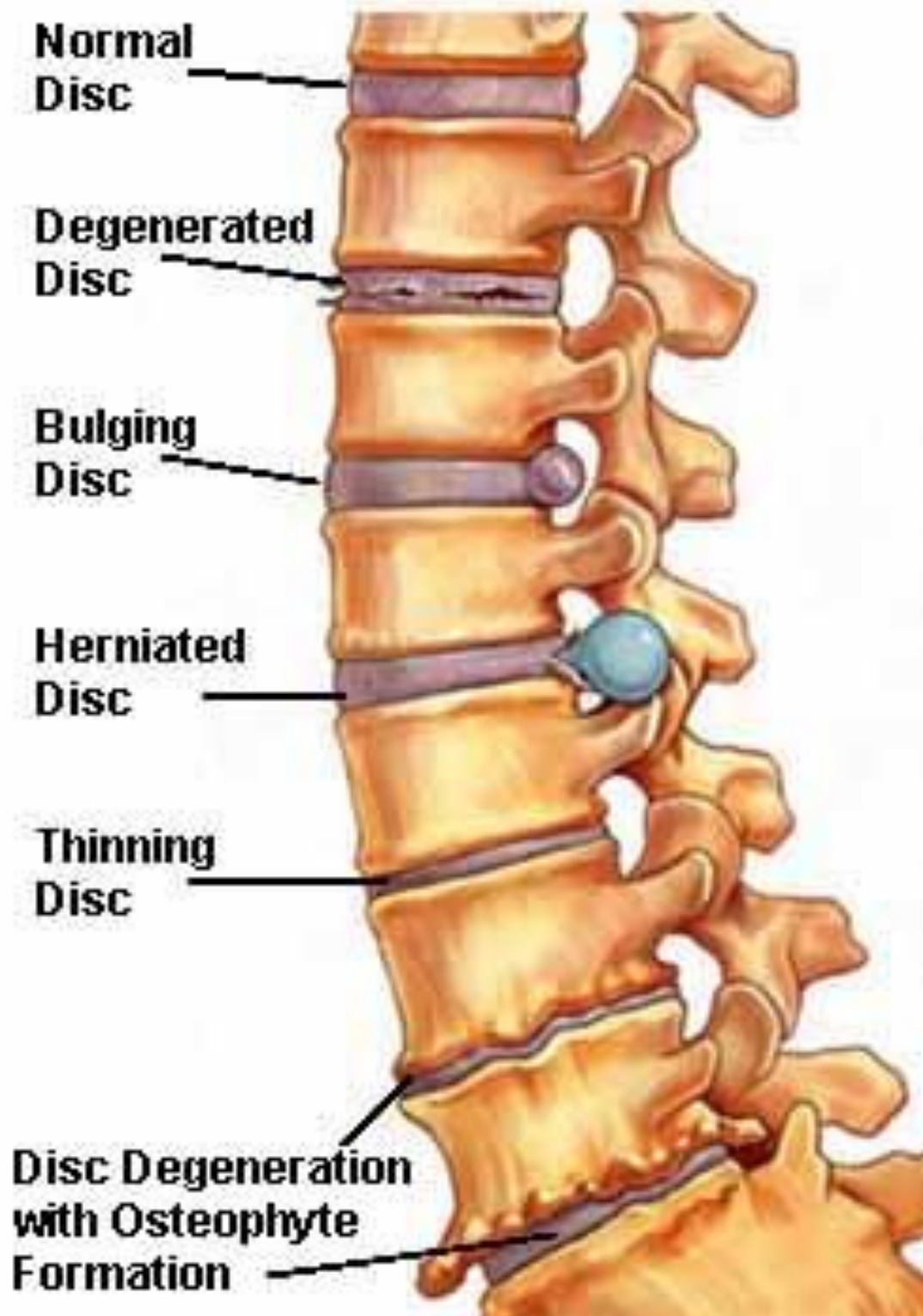
Cuts and grazes

Lifting sharp objects or not allowing sufficient room to lift can cut the skin.

Hernias

Over straining can tear muscle walls, particularly in the abdomen.

Examples of Disc Problems



To prevent back injuries, the following points should be followed!

You must be:

Provided with safe systems

Of work and adequate supervision



Properly trained

To work safely

Physically suited

Or fit enough to be able to complete the task

Wearing the proper personal protective equipment

Footwear and other equipment provided by the employer should be worn at all times



Most back injuries and other manual handling injuries can be avoided!

Basic advice to prevent injuries and damage.

‘Weigh it up’

Test the load for its characteristics: Is it heavy, awkward, sharp, hot or cold? Are the contents stable? Is the centre of gravity offset? Loads should ideally be marked with their weight.



‘Route Planner’

Remember – putting down is manual handling also! Follow any safe systems of work. Ensure area is free from tripping hazards.



‘Get a grip’

Use your hands not your fingers. Wear gloves and other protective equipment if necessary.



‘Mr. Macho’

Never be afraid to ask for help! Use machinery to do the task if it is provided.

Personal Protective Equipment

- Anti-slip safety shoes
- Gloves
- Clothing that allows free movement but is not too loose
- Hard hat
- Safety glasses or goggles

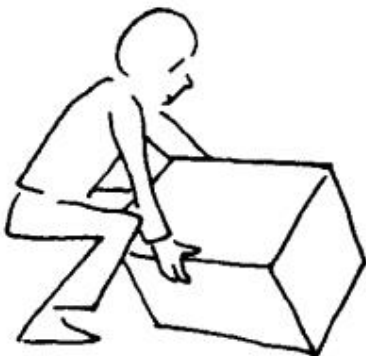


Job planning

Plan your routine to prevent long periods of lifting.

Communication

Always discuss problems or tasks that you are not sure about.



Lift with your legs

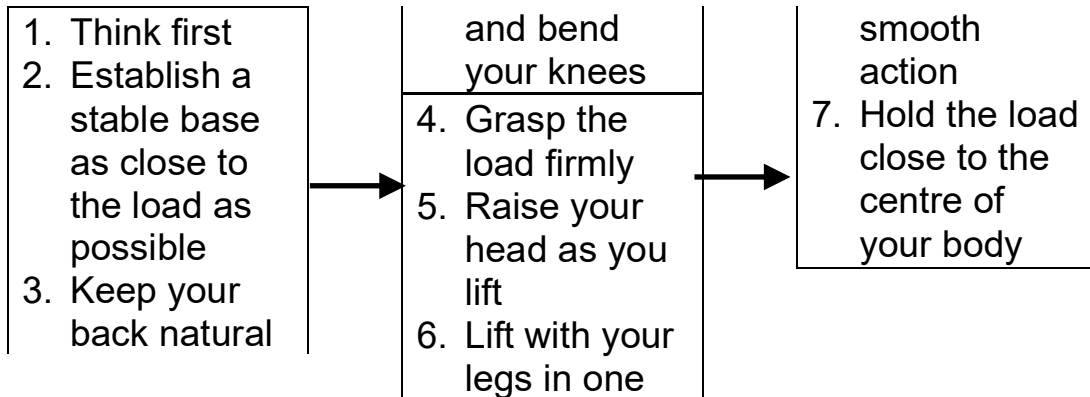
Establish a stable base; use your strong leg muscles rather than your weaker back muscles. Avoid twisting by moving your feet as you lift. Minimise lifts above your chest or below your knees.

Keep hands in the 'clear'

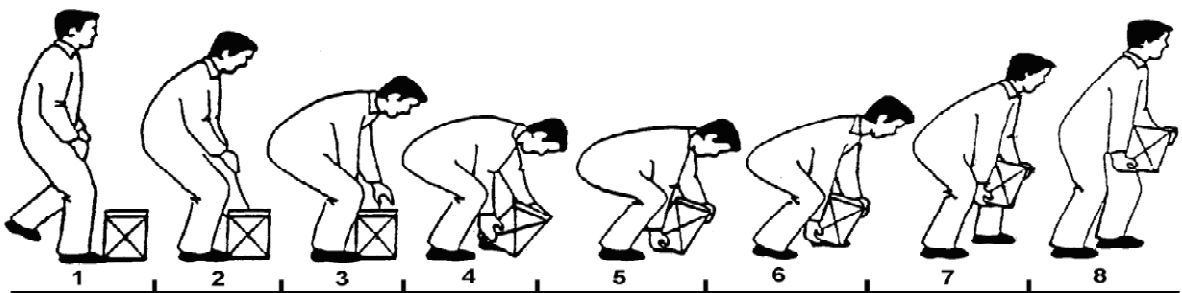
Give yourself enough room to lift so that you do not trap or crush your hands or fingers. When moving a person make sure there is enough room for both of you

Kinetic lifting

These methods apply equally when you are shopping, playing with the kids or at work.



FUNDAMENTAL KINETIC LIFT



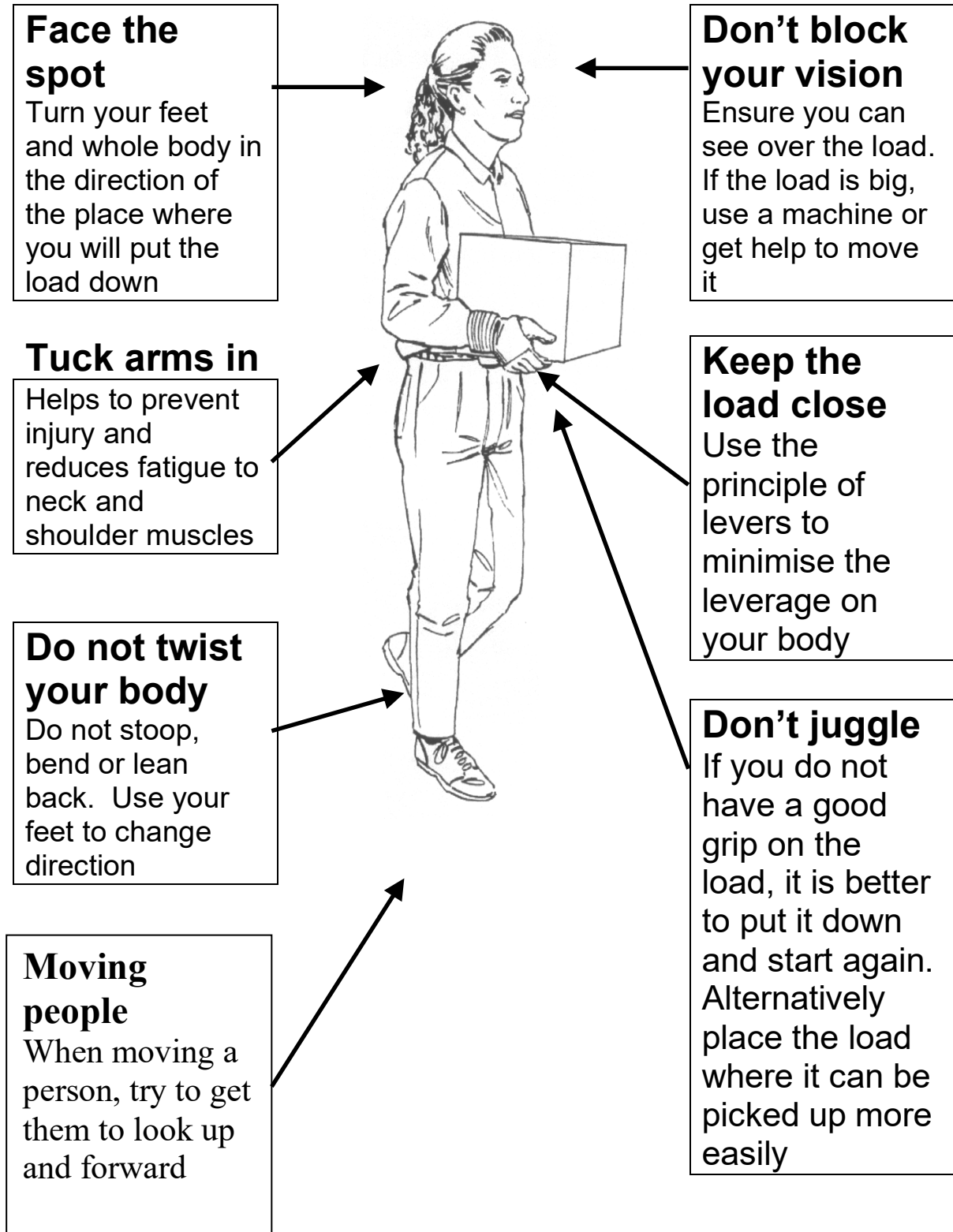
When it's not possible to lift correctly.

1. Stand close to the object
2. Bend your knees or brace your body.
3. Use your arms to steady yourself
4. Bend at the knees keeping your head and back in a straight line.
5. Lift smoothly using leg muscles.

ALTERNATIVE LIFT



Prevention is better than cure!



Picking up is just as important as putting down!

Bend your knees

To lower the load; Keep your back straight and the load close to your body

Place the load

On a bench or table by resting it on the edge and pushing it forward using your arms and body

Be careful with fingers

and toes. Allow enough room to get them out when the load is set down

Slide the load

Into tight spaces, it's much easier and safer than trying to lift it there



Different lifts require different tactics

One arm lifts

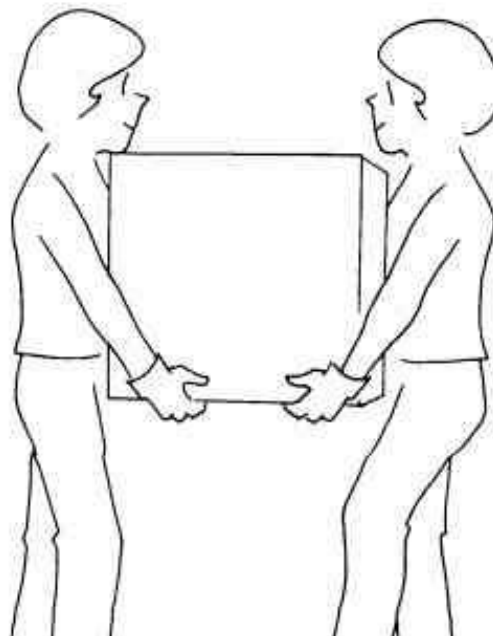
These are not a good idea, but if they cannot be avoided:

- Brace your body with the opposite arm
- Reach for the load – bend your knees and waist keeping your back straight
- Grasp the load firmly using the handle if provided
- Lift with your legs, using the free arm as a counterbalance
- Keep your shoulders level, do not lean to the side

- Switch hands regularly

Team lifts

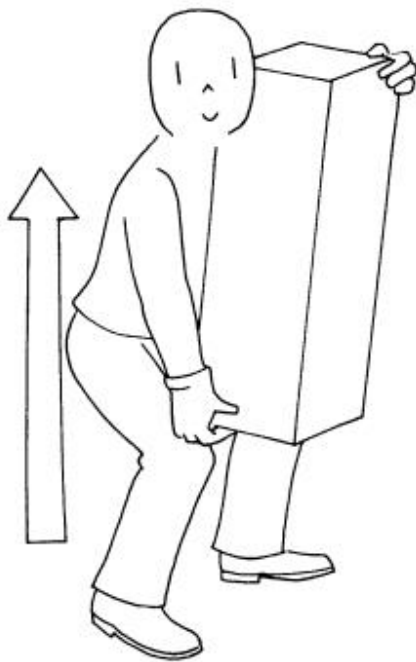
- Choose a partner of similar build and height if possible
- One person to co-ordinate the lift
- Lift from the hips at the same time, then raise the load to the desired height
- Move smoothly and together



It Takes a Team Effort

Awkward Objects

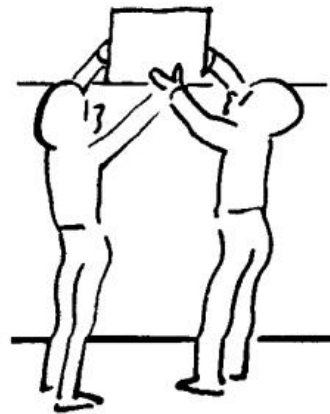
- Stand at one corner of the load, with a stable base
- Grasp opposite corners of the box
- Bend your knees and lift keeping the same grip
- Ask for help if you have any concerns



Overhead Lifts

Lifting

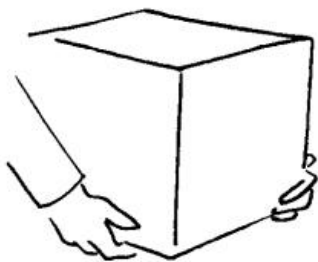
- Make the load as light as possible
- Establish a stable base, do not over-reach
- Use a machine if at all possible



Lowering

- Check the weight before lifting
- Check to make sure the adjacent loads will not fall as you lift
- Stand as close to the load as possible
- Grasp the load firmly and slide it down your body
- Use a machine if at all possible

Special Handling



Sacks

Carry the sack on your shoulder, braced by your hand on your hip, or hold it at opposite ends, resting the load on your hip or stomach

Barrels, drums and Kegs

Roll a heavy barrel if you move it by yourself. Rock it to get it started. Use a machine to lift it off the ground.

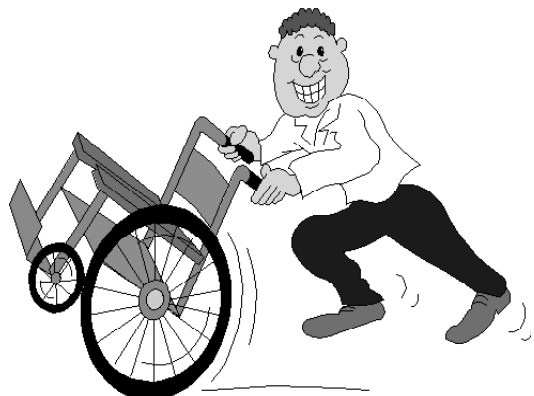
Boxes and Cartons

Grasp opposite bottom corners and keep the object close to the middle of your body. Keep your arms as straight as possible.



Moving of people

Wherever possible lifting equipment should be used for patients or residents.



Guidelines for Lifting and Lowering

The following chart gives suggested guidelines for safe lifting of loads within the lifting zones highlighted. There are significant differences between male and female however this should only be used as a guideline as individual strength and physical fitness play as big a part as the difference between male and female.

It is important to understand that the weights stated are not legal requirements but could indicate the need to conduct a thorough risk assessment of the lifting task.

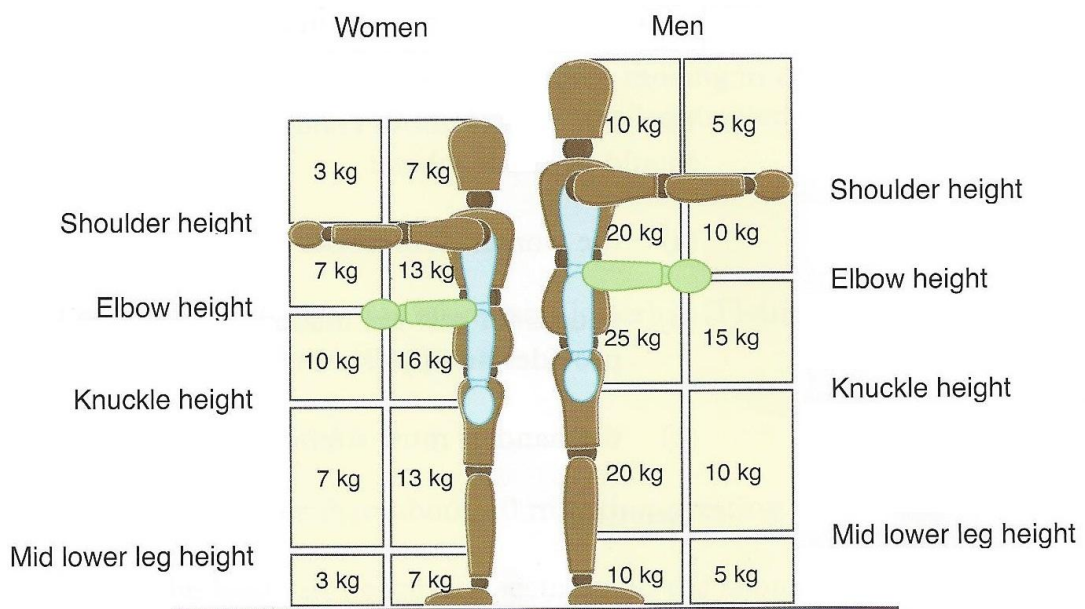


Figure 23 Lifting and lowering

Source HSE Manual handling Operations Regulations 1992

Risk assessment grid

CRITERIA	0	1	2
Type of move	Push/pull	Lift/lower	Twist
Distance	Short	Medium	Long
Duration	Up to ½ min	½ to 5 mins	5 to 15 mins
Frequency	Up to 10/day	Up to 50/day	All day
Weight	Up to 5Kg	Up to 15 Kg	Up to 25 Kg
Shape	Compact	N/a	Complex
Operator	Trained	N/a	No training
Space	Accessible	Some restrictions	Cramped
Injury potential	Negligible	Minor	Major
Handling equipment	Mechanical process	Mechanical aid	None

To organise safe systems of lifting and moving.

Your employer is working hard to:

Assess loads and determine whether mechanical or other aids will be required to minimise risk of injury.

Provide information and training regarding safe systems of work, along with details of the loads to be lifted.

To do your part, you should:

Take all training seriously and put it into practice at all times.

Notify your employer of any condition that could affect your ability to lift loads, e.g. pregnancy, illness or injury.

Report any hazards or potential hazards to your manager immediately. Make safety a top priority.

The Health & Safety at Work Act 1974

Aims

1. Secure health, safety and welfare of people at work.
2. Protect people other than those at work against risks to their health and safety arising from work activities.

The Act imposes duties on: -

1. The employer: To ensure so far as is reasonably practicable, the health, safety and welfare at work of all their employees. This includes providing machinery and equipment that is safe and maintained without risks to health. Employers must provide for all employees the information, instruction, training, and supervision necessary to ensure, so far as is reasonably practicable, their health and safety at work. Employers must ensure, so far as is reasonably practicable, the health and safety of all employees' working environment. The act also requires every employer (where 5 or more people are employed) to prepare a written safety policy.
2. The employee: To take reasonable care for health and safety of themselves and others who may be affected by what they do. This includes co-operating with their employer in order that safe systems of work may be carried out.

DUTIES ON EMPLOYEES

It shall be the duty of every employee while at work:

To take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions.

To co-operate with their employer as is necessary to enable them to meet their obligations under the Health & Safety at Work Act.

Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

Management of Health & Safety at Work Regulations

1. Develop, implement and measure the performance of safe systems of work.
2. Access to competent Health & safety advice, help and guidance.
3. Information regarding training with new technology and systems of work to be made available to employees.
4. All workforce, including supervisors, to be trained to be capable of their work.

The Regulations impose duties upon: -

1. The employer: To carry out a systematic Risk Assessment of work activity, and, where five or more are employed, record significant findings and have written Health & Safety policies. Specific Risk Assessments should be in place for young persons (i.e. under 18 years of age) at work and new or expectant mothers (i.e. employees who are pregnant,) who have given birth within the previous six months, or who are breast feeding.
2. The employee: To take reasonable care for Health & Safety of themselves and others who may be affected by what they do.

Lifting Operations & Lifting Equipment Regulations 1998

1. The employer must ensure that all lifting equipment is maintained and serviced by a competent company. This servicing should be annually for equipment that lifts 'things' and every 6 months for equipment that lifts people e.g. hoists, bath chairs, passenger lifts and stair lifts.
2. Employees should never use any item of lifting equipment that is out of date or broken in any way. This practice is both extremely dangerous and also illegal.
3. Employees should notify their employer immediately of any item of lifting equipment that is broken or not working.

Other courses we offer include:

Basic Food Hygiene

Food Hygiene Plus

Intermediate Food Hygiene

Advanced Food Hygiene

Emergency First Aid at Work

First Aid at Work

Basic Health & Safety

Intermediate Health & Safety

COSHH

Manual Handling

Risk Assessment

Understanding Strokes & Diabetes

For details of our quality assurance, please visit our web site:
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The Training Hub, Unit 14, Deacon Rd Business Park, Lincoln. LN2 4JB