



Manual Handling Health & Safety Management Standard Issue 2 (October 2010)

Introduction

This document contains corporate standards and guidance on the management of risk arising from manual handling operations. It is the responsibility of managers to ensure that all manual handling operations are managed in line with this document in any area under their control.

This document must be read in conjunction with any additional guidance specific to divisional issues or activities.

Managers' Checklist – Manual Handling

The checklist given below identifies key actions involved in managing the health and safety risks arising from manual handling operations. Further information on each of these points is contained in this document.

1. Have all manual handling operations been identified?
2. Can any manual handling operations be avoided, automated or mechanised?
3. Have all manual handling operations presenting a significant risk of injury been assessed?
4. Is the person undertaking the manual handling risk assessments considered competent?
5. Have suitable control measures (remedial actions) been identified to eliminate or minimise the risk from manual handling operations and have they been implemented?
6. Have individuals who are potentially at risk from undertaking manual handling operations been provided with adequate information, instruction and training?
7. Are there arrangements in place to monitor the use of control measures?
8. Are manual handling assessments recorded and regularly reviewed?

Identifying Manual Handling Operations

Manual Handling Operations are those that involve the transporting or supporting of a load by hand or bodily force. This would include the lifting, putting down, pushing, pulling, carrying and moving of a load where human effort is applied directly to the load.

Activities such as turning the starting handle of an engine or lifting a control lever on a machine where human effort is involved but not for the transporting or supporting of a load are not manual handling operations. Using small tools and equipment, such as a hammer, screwdriver or even an electric drill, in the manner for which they were intended is also not considered to be manual handling, but carrying them in a toolbox between jobs is. Digging a trench with a shovel and the use of heavy tools, such as a road drill, do involve the transporting or supporting of a load and are therefore manual handling operations.

Identify and list the tasks within your working environment that involve manual handling. After the initial exercise new tasks or significant changes to existing ones will require adding to the list, evaluation and possibly further assessment.

Evaluate each of the tasks on your list and consider if they involve a significant risk of injury to any employee. Only those operations involving a significant risk of injury require a full manual handling assessment.

Avoid, Automate or Mechanise

Prior to commencing the detailed assessment of the operation, it is necessary to consider three methods of eliminating or reducing the risk of injury, those being the avoidance, automation or mechanisation of the operation. The primary consideration must be whether the operation can be avoided altogether but if that is not possible then the options for automation or mechanisation must be considered.

Avoid: Does the load need to be moved at all? Can the job be done in a different way?

Automate or Mechanise: Can machinery or equipment be used on all or part of the operation, i.e. forklift trucks or powered conveyors?

It should be noted that even after automating or mechanising the operation, there may be some residual manual handling involved that still presents a significant risk of injury and thus requires an assessment.

Manual Handling Risk Assessments

A documented manual handling risk assessment should be completed for all operations that involve a significant risk of injury. This will require a detailed examination (and usually physical observation) of the operation using one or more of the assessment forms that can be downloaded or printed off from the LCC Safety Manual.

The assessment process involves identifying the presence of specific hazards against a checklist under the headings of the Task, Individual Capability, the Load, the Work Environment and Other Factors. For each hazard identified, the assessor then evaluates the level of risk presented by that hazard, whether Low, Medium or High.

Competence of the Risk Assessor

It is the Manager's responsibility to ensure that manual handling risk assessments are completed for all operations presenting a significant risk of injury in areas under their control. They may choose to complete those risk assessments themselves or nominate another person in their team to undertake the work. Whichever route is selected, the Manager retains responsibility for the risk assessments and the completion of any remedial actions and the person undertaking the assessments must be competent.

In order to be considered competent, the risk assessor must have an understanding of any manual handling operations in the work area that are being assessed, an awareness of the hazards that may be involved and knowledge of relevant risk reduction methods that may be appropriate. They should also have attended a suitable manual handling risk assessment training course that covers the assessment form being used.

Health and Safety Services provide a suitable manual handling risk assessment training course and places may be booked through City Learning. Records of all training organised by City Learning are maintained on Resourcelink (HR/Payroll system).

Control Measures (Remedial Actions)

The assessment process requires existing control measures to be documented as part of the Preliminary Assessment (Part 1). Having identified specific hazards on the checklist and evaluated the risk presented by each in the Detailed Assessment (Part 2), the assessor must then consider any appropriate control measures that are reasonably practicable to reduce the risk and list these under Remedial Actions Required (Part 3).

All remedial actions should be prioritized and listed in order of priority together with a date for completion.

Information, Instruction & Training

Information, instruction and training should be provided to employees who undertake manual handling operations involving a significant risk of injury on the following as a minimum standard:

- Precise information on the weight and nature of the load where reasonably practicable; or,
- General indications of the weight and nature of the load;
- Any appropriate safe systems of work developed for the task;
- The use of any mechanical aids provided.

Health and Safety Services provide the following manual handling training courses, places on which may be booked through City Learning:

- Manual Handling (Objects)
- Manual Handling (People)

Ensuring Control Measures are Used

Once suitable control measures have been implemented (whether that is the introduction of a mechanical aid, a safe system of work or providing training to employees in safe lifting techniques), Managers must take steps to ensure that those control measures are used.

Recording & Reviewing Manual Handling Assessments

All manual handling risk assessments must be recorded on the appropriate LCC Manual Handling Assessment Form, which can be downloaded or printed off from the [LCC Safety Manual](#) on Insite. There are three assessment forms available for use:

- ❑ Manual Handling Risk Assessment (the standard form)
- ❑ Pushing & Pulling Risk Assessment
- ❑ Manual Handling Assessment Chart (MAC Tool)

Copies must be kept either electronically or in paper form so that they are readily available for inspection, and must be retained in their original format for at least 6 years, i.e. not overwritten.

All completed manual handling risk assessments must be assigned a review date which should be no more than 12 months from the date of the assessment. It may be necessary to review assessments more frequently:

- ❑ If there is reason to suspect they are no longer valid.
- ❑ After any accident, dangerous occurrence or near miss.
- ❑ After any changes to the workplace or working practices.