

Safe Manual Handling

INTRODUCTION

Definition

Any task or task sequence involving the lifting, lowering, pushing, pulling, carrying or holding of a load, or the use of a tool or equipment, which may result in an injury to the worker.



TYPES OF INJURY

The most common types of injury are:

- Back pain
- Sprains and strains
- Fractures
- Bruises
- Lacerations
- Burns
- Cuts
- Head injuries
- Eye injuries
- Hearing loss
- Skin diseases
- Repetitive strain injuries
- Carpal tunnel syndrome
- Tendonitis
- Bursitis
- Osteoarthritis
- Rheumatoid arthritis
- Gout
- Diabetes
- Hypertension
- Heart disease
- Stroke
- Cancer
- AIDS
- HIV
- Tuberculosis
- Malaria
- Dengue fever
- Zika virus
- Ebola virus
- Marburg virus
- Nipah virus
- Hendra virus
- Coronavirus
- SARS
- MERS
- Zika virus
- Ebola virus
- Marburg virus
- Nipah virus
- Hendra virus
- Coronavirus
- SARS
- MERS

The types of injury that can occur are:

- Back pain
- Sprains and strains
- Fractures
- Bruises
- Lacerations
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- Head injuries
- Eye injuries
- Hearing loss
- Skin diseases
- Repetitive strain injuries
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- Nipah virus
- Hendra virus
- Coronavirus
- SARS
- MERS

Anywhere in the musculo-skeletal system can be injured.

EMPLOYERS & EMPLOYEES

EMPLOYERS' DUTIES

1. Provide a safe working environment.
2. Provide adequate training and information.
3. Provide adequate resources and equipment.
4. Provide adequate supervision.
5. Provide adequate health and safety measures.
6. Provide adequate first aid facilities.
7. Provide adequate fire safety measures.
8. Provide adequate security measures.
9. Provide adequate environmental measures.
10. Provide adequate social measures.
11. Provide adequate cultural measures.
12. Provide adequate religious measures.
13. Provide adequate language measures.
14. Provide adequate communication measures.
15. Provide adequate information measures.
16. Provide adequate education measures.
17. Provide adequate training measures.
18. Provide adequate development measures.
19. Provide adequate welfare measures.
20. Provide adequate recreation measures.
21. Provide adequate culture measures.
22. Provide adequate religion measures.
23. Provide adequate language measures.
24. Provide adequate communication measures.
25. Provide adequate information measures.
26. Provide adequate education measures.
27. Provide adequate training measures.
28. Provide adequate development measures.
29. Provide adequate welfare measures.
30. Provide adequate recreation measures.

EMPLOYEES' DUTIES

1. Follow the instructions of the employer.
2. Use the equipment and resources provided.
3. Follow the safety rules and procedures.
4. Report any accidents or incidents.
5. Report any hazards or risks.
6. Report any changes in the work environment.
7. Report any changes in the work conditions.
8. Report any changes in the work schedule.
9. Report any changes in the work location.
10. Report any changes in the work equipment.
11. Report any changes in the work resources.
12. Report any changes in the work information.
13. Report any changes in the work education.
14. Report any changes in the work training.
15. Report any changes in the work development.
16. Report any changes in the work welfare.
17. Report any changes in the work recreation.
18. Report any changes in the work culture.
19. Report any changes in the work religion.
20. Report any changes in the work language.
21. Report any changes in the work communication.
22. Report any changes in the work information.
23. Report any changes in the work education.
24. Report any changes in the work training.
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EMPLOYERS' RESPONSIBILITIES

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RISK ASSESSMENT

The purpose of a risk assessment is to:

1. Identify the hazards associated with the task.
2. Assess the risk of injury or damage.
3. Determine the measures to be taken to control the risk.
4. Monitor the effectiveness of the measures.
5. Review the assessment regularly.

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HANDLING TECHNIQUES

Basic - Push

- Push the load away from you.
- Use your legs to push.
- Keep your back straight.
- Keep your feet shoulder-width apart.
- Push the load in a straight line.
- Push the load with your hands.
- Push the load with your arms.
- Push the load with your torso.
- Push the load with your head.
- Push the load with your neck.
- Push the load with your shoulders.
- Push the load with your hips.
- Push the load with your knees.
- Push the load with your ankles.
- Push the load with your feet.
- Push the load with your toes.
- Push the load with your heels.
- Push the load with your arches.
- Push the load with your balls.
- Push the load with your soles.
- Push the load with your heels.
- Push the load with your arches.
- Push the load with your balls.
- Push the load with your soles.

Basic - Pull

- Pull the load towards you.
- Use your legs to pull.
- Keep your back straight.
- Keep your feet shoulder-width apart.
- Pull the load in a straight line.
- Pull the load with your hands.
- Pull the load with your arms.
- Pull the load with your torso.
- Pull the load with your head.
- Pull the load with your neck.
- Pull the load with your shoulders.
- Pull the load with your hips.
- Pull the load with your knees.
- Pull the load with your ankles.
- Pull the load with your feet.
- Pull the load with your toes.
- Pull the load with your heels.
- Pull the load with your arches.
- Pull the load with your balls.
- Pull the load with your soles.
- Pull the load with your heels.
- Pull the load with your arches.
- Pull the load with your balls.
- Pull the load with your soles.

Basic - Lift

- Lift the load from the ground.
- Use your legs to lift.
- Keep your back straight.
- Keep your feet shoulder-width apart.
- Lift the load in a straight line.
- Lift the load with your hands.
- Lift the load with your arms.
- Lift the load with your torso.
- Lift the load with your head.
- Lift the load with your neck.
- Lift the load with your shoulders.
- Lift the load with your hips.
- Lift the load with your knees.
- Lift the load with your ankles.
- Lift the load with your feet.
- Lift the load with your toes.
- Lift the load with your heels.
- Lift the load with your arches.
- Lift the load with your balls.
- Lift the load with your soles.
- Lift the load with your heels.
- Lift the load with your arches.
- Lift the load with your balls.
- Lift the load with your soles.

Basic - Carry

- Carry the load in front of you.
- Use your legs to carry.
- Keep your back straight.
- Keep your feet shoulder-width apart.
- Carry the load in a straight line.
- Carry the load with your hands.
- Carry the load with your arms.
- Carry the load with your torso.
- Carry the load with your head.
- Carry the load with your neck.
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Manual Handling Instructions

Jeremy Stranks



Manual Handling Instructions:

Ultimate Guide to Manual Handling Lee Marsh, 2007-11-09 This guide will help any employee supervisor manager director or business owner to honestly evaluate their manual handling practices enabling improvement in themselves and others to move and handle in a better safer way

Manual Handling in Health and Social Care Michael Mandelstam, 2002-02-15 This book presents an accessible overview of manual handling legislation legal case law national guidance policy and practice A stand alone overview of manual handling law and practice is followed by more in depth material in A Z format and fully cross referenced which allows the reader to look up issues for quick access to more information

Manual Handling in Health and Social Care, Second Edition Michael Mandelstam, 2021-04-21 This book lays out the current legal requirements of manual handling in a non technical way and includes case studies illustrating the law applied in practice across health social care and educational settings The main part of the book is an A Z guide providing quick access to legislation and common law rules applying to personal injury cases

District Nursing Manual of Clinical Procedures Liz O'Brien, 2012-03-09 This manual the first of its kind focused on district nursing provides the means to build competence and confidence in nurses new to the community or developing their skills The comprehensive and evidence based content provides essential information for competence in key areas of district nursing From the Foreword by Rosemary Cook CBE Hon D Lett MSc PG Dip RGN Director The Queen's Nursing Institute Clinical skills are a fundamental aspect of district nursing care The District Nursing Manual of Clinical Procedures is a practical evidence based manual of clinical skills which reflects the unique challenges of district nursing care within the patient's home It provides a comprehensive resource for all district nurses community nurses students and healthcare professionals involved in the district nursing team enabling them to practice competently and confidently and deliver clinically effective person centred care The District Nursing Manual of Clinical Procedures addresses the complexity of district nursing care and encompasses key aspects of clinical practice including decision making in areas that district and community nurses often struggle with or find difficult when they are on their own in a patient's home It utilises the latest clinical research and expert clinical knowledge to address these challenges and to provide the underlying theory and evidence for district nursing care Key features Evidence based manual of practical clinical skills in district nursing care Clear user friendly and easy to understand Contains recommendations for expert care within a patient's own home Addresses key concerns of district and community nurses working on their own within a patient's home Encompasses key aspects of district nursing care Placed in the context of person centred care All procedures include the rationale for each action why as well as how This title is also available as a mobile App from MedHand Mobile Libraries Buy it now from iTunes Google Play or the MedHand Store

The Manager's Guide to Health and Safety at Work Jeremy Stranks, 2006 This new edition is essential reading for all managers responsible for the welfare of their staff As well as advising on the complicated legal obligations it also explains how to ensure an appropriate level of control over health risks

Guide to Manual Materials Handling A. Mital, 2017-10-19 Manual Materials Handling MMH creates special problems for many different workers worldwide Labourers engaged in jobs which require extensive lifting lowering carrying and pushing pulling of heavy materials have suffered increasing rates of musculo skeletal injury especially to the back This guide is intended to include all activities involved in MMH lifting pushing pulling carrying and holding Recommendations are provided in the form of design data that can be used to design different MMH work activities The guide is divided into two parts Part I outlines the scope of the problem discusses the factors that influence a person s capacity to perform MMH activities and or should be modified to reduce the risk of injuries and reviews the various design approaches to solving the MMH problem Part II provides specific design data in six distinct chapters The seventh chapter of Part II of the guide describes various mechanical devices that are available to aid MMH activities The guide is aimed at all concerned with the health impact of MMH activities occupational health and safety workers senior human resource managers ergonomists workers compensation lawyers union representatives

Model Standard Operating Procedures for Common Hazardous Workplace Activities Richard Skiba, 2024-08-05 This collection of model Standard Operating Procedures is suited to employers organisations and Contractors who do not currently have in place an existing set of or inadequate or ineffective Standard Operating Procedures The collection provides a framework to build a comprehensive set of Standard Operating Procedures focussing on hazardous work activities common to and across a range of industries and sectors Standard Operating Procedures included Working Safely General Shifting Materials Safely Using Manual Handling Methods Work Safely Around Powerlines Work Safely in The Vicinity of Live Electrical Apparatus Working Safely at Heights Safe Ladder Use Working Safely on Roofs Working Safely on Scaffolding Higher Than Two Metres 6 Feet Working Safely with Industrial Chemicals and Materials Working Safely with Remotely Piloted Aircraft Systems Entering Confined Space Carrying Out Manual Excavation Using Hand and Power Tools Removing Non Friable Asbestos Removing Friable Asbestos Shaping Solid Stone Driving a Heavy Rigid Vehicle Operating Commercial Vehicle Welding Safely Working Around Moving Mobile Plant Working in or Near Pressurised Gas Mains or Piping Undertaking Demolition of a Load Bearing Structure and Working Adjacent to Road or Other Traffic Transport Corridor Aside from model SOP s the book also highlights that how Standard Operating Procedures SOPs can clear consistent instructions to ensure tasks are performed uniformly enhancing quality safety and efficiency while preventing errors and ensuring regulatory compliance The development process for Standard Operating Procedures and common challenges are also addressed

Getting through CDM Assessments: A Practical Guide for Contractors to pass CHAS, Exor, SAFE Contractor and other Health & Safety Schemes Phillip Cleary, 2012-03-26 Getting Through CDM Assessments Offers a unique approach to passing Health and Safety Assessments including the CHAS SAFE Contractor and Exor schemes Instead of giving generic rules and long winded legislation this book gives specific step by step instructions on how to put together a convincing professional application The author tells exactly

how to get through the assessment with the least blood sweat and tears as possible The author does not give generic examples of Health and Safety documents He gives specific examples of how he has used the techniques to get thousands of UK Contractors through the process This book puts you inside the mind of a CDM Compliance expert After reading this you may never want to pay a consultant again [Handbook of Standards and Guidelines in Ergonomics and Human Factors](#) Waldemar Karwowski,2005-12-16 A comprehensive review of international and national standards and guidelines this handbook consists of 32 chapters divided into nine sections that cover standardization efforts anthropometry and working postures designing manual material human computer interaction occupational health and safety legal protection military human factor standar **The Great Ormond Street Hospital Manual of Children's Nursing Practices** Susan Macqueen,Elizabeth Anne Bruce,Faith Gibson,2012-04-20 Clinical skills are a fundamental aspect of nursing care of children and young people The Great Ormond Street Hospital Manual of Children s Nursing Practices is an evidence based manual of practical skills in children s nursing which builds on the extensive expertise developed at Great Ormond Street Hospital It encompasses all aspects of children s nursing from the most basic aspects of everyday practice to advanced practice in high dependency and intensive care to provide a comprehensive resource for all qualified nurses students and other health care professionals involved in caring for children both in the hospital and the community setting Children s and young people s nursing presents unique challenges The Great Ormond Street Hospital Manual utilises the latest clinical research and expert clinical knowledge to address these challenges and provides the underlying theory and evidence for nursing care of children It provides a definitive guide to clinical skills procedures in children s and young people s nursing which enables nurses working with children and young people to practice confidently and deliver clinically effective family centred care Key features Offers access to clinical procedures developed through the extensive expertise from Great Ormond Street Hospital Contains evidence based recommendations for expert care Encompasses all aspects of children s care Contains procedures guidelines students can rely on and effectively use in practice following qualification Highlights specific needs of neonates and adolescents Placed in the context of inter disciplinary care of the child Includes the rationale for each procedure the why as well as how Information presented in a similar way to The Royal Marsden Manual of Clinical Nursing Procedures offering continuity to those working in both adult and paediatric settings This title is also available as a mobile App from MedHand Mobile Libraries Buy it now from iTunes or the MedHand Store

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