

Safe Manual Handling

Overview

Over a risk of accidents arises from manual handling activities and, if these, staff should be told:

THE MAINLY CAUSING MECHANISMS OF INJURY

These regulations are intended to reduce the risk of injury to employees when carrying out manual handling, which is defined as physical activity that involves lifting, lowering, pushing and pulling.



Typical manual handling injuries include:

- Damage to ligaments and tendons
- Sprains or strains
- Bruised skin
- Fractures

The human body:

The back is composed of a series of short, cylindrical bones separated by cushioning discs. Tendons and muscles support the spine, and your requirement is a warning that this is not a casual task.

Risk Assessment

This is the process of identifying significant risks and assessing how they arise. It then allows a range of control measures to be devised and applied, which will manage risk down to an acceptable level. Such an assessment must be carried out by a competent individual familiar with the legal requirements and the tasks undertaken. Where there are 5 or more employees, assessments must be written down.

The assessment should consider risks to the '5 Ds' format:

Task

- Can the mechanical aid be employed?
- Can reorganising or redesigning equipment be achieved?
- Can redesign the system to help where loads must be lifted?
- Will there be positive problems with or the need for load to be away from the body?

Individual

- Does the worker have any health issues?
- Are pregnant workers involved in lifting?
- Does the individual require constant monitoring?

Load

- Are it heavy, awkward or handle of force used?
- What is the weight?
- What load is needed?

Environment

- Are there issues with temperature - too high or low?
- Are there irregularities in the floor?
- Is there enough light?
- Is the weather good or problem, such as high winds?



Employer & Employee Duties

Employers:

- Must assess the level of risk faced by their employees
- Must implement a safe system of work based on the assessment
- Must assess manual handling where reasonably practicable as a condition of the employment
- Must inform any individual not so far as is practicable
- Must provide relevant information and training
- Must assess assessments and work systems

Employees:

- Must adhere to the safe system of work
- Must use the equipment and systems provided
- Must understand warning, attending the employer
- Must report any problems to they with the company procedures

Prevention of injury:

- In order to safeguard yourself you should:
- Lifting the weight with your arms and to the side with the spine in a straight line
- Maintain good posture at all times
- Always to warm-up before strenuous work
- If you feel pain, stop work immediately and seek medical aid
- Report any incident which gives rise to pain



Good Handling Technique

Planning

- Can I handle the load?
- Am any lifting with assistance?
- Do I need help?
- What obstacles are in my way?
- Do I have any personal protective equipment that is safety threat?

Position

- Keep feet apart with one foot leading the other
- Keep the spine straight and shoulders level
- Bend from the knees - do not lean over the load

Grip

- Ensure a secure grip on the object being moved
- Use your fingers
- Use any footholds provided

The lift

- Keep the chest forward
- Use your 'toes' - lift progressively
- Use the legs to lift, not the back
- Keep the load tight against the body with any hands and arms
- Do not lift the load out by reaching
- If necessary, use the feet down to adjust your grip



Mail Handling Manual

Scott C. Dulebohn



Mail Handling Manual:

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