



# Manual Handling At Work

The Manual Handling Operations Regulations 1992

The Manual Handling Operations Regulations 1992, as amended in 2002 ('the Regulations') apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying.

For more information please view the HSE guide.

## Introduction: Manual Handling

Manual handling is any physical movement of items from one place to another. The risk level of this is determined by many elements, such as: the item weight, the distance the item is moved, the height at which the item is picked up from or placed, and whether it involves any stretching or other unnatural postures.

### Musculoskeletal Disorder (MSD)

Improper manual handling can result in damage to the tissues or joints in the back or the limbs, known as a musculoskeletal disorder (MSD).

Over 30% of workplace injuries are made up of this kind of injury.



## Employers and Employees

### Employers

- Reduce the need for manual handling as much as possible
- Assess the risks of manual handling activities and put procedures in place to keep the risk level as low as possible

### Employees

- Comply with safety procedures that are in place
- Only use equipment where full training has been given to ensure proper use
- Inform employer when hazards are identified
- Take others into consideration when carrying out tasks to avoid putting them at risk

## Risk Assessment

### Avoiding Manual Handling

Can handling and moving equipment be used such as a trolley or pallet truck?

Does an item really need to be moved or can it be prepared or packaged where it is?

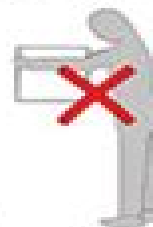


### Controlling the risks

Risk assessments are used to identify potential risks and appropriate measures to avoid these risks in the workplace.

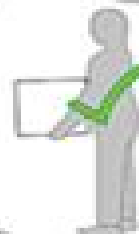
### Tasks to Avoid

- Holding the load away from the body
- Twisting, stretching or reaching upwards
- Looking down (bends spine and decreases spinal awareness)
- Long distance carrying
- Ambulant pushing or pulling
- Repetitive lifting, carrying and handling



### Environmental Awareness

- Conditions that cause restrictions on posture and stance
- Greasy, obstructed or slippery surfaces
- Strong winds or other air movements
- Suitable lighting
- Free movement (non-restrictive clothing)



### Load Considerations

- Cumbersome or heavy items
- Precarious or unstable loads
- Harmful (sharp edges, hazard substances)
- Use suitable moving/handling equipment
- Suitable Personal Protective Equipment (PPE)

## Good Handling Technique

Please follow these basic steps for safe handling technique while manual handling (when no moving equipment is required):

### 1. Plan

Use lifting aids if required. Find where the load is going to be placed. Remove any obstructions from your planned route.

### 2. Position

Adopt a stable stance. The feet should be hip-width apart to maintain stability. You may have one leg forward if preferable. Where possible, the load should be as close as possible to the body.

### 3. Lift

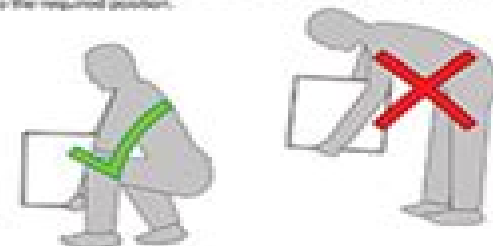
Start the lift from a squatting position. Neutral back position, bend at the knees, hips as close to parallel as possible. Lift with legs and don't let the back curve.

### 4. Move

Keep the load close to the body. Avoid any unnecessary movements (swaying or leaning) and always look ahead.

### 5. Place

Place the load down before adjustment. Slide and/or turn the load into the required position.



The information in this poster is for guidance only and should not be used as a substitute for recognised training. For more information, please view the HSE guide.

# Manual Handling At Work Act

**Jianjun Gao**



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