

COLWICH PARISH COUNCIL



PD303 MANUAL HANDLING POLICY

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MANUAL HANDLING

Manual Handling – PD303

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This document was originally written by:

| Name | Position | Date |
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MANUAL HANDLING

CONTENTS

| | | |
|---|------------------|---|
| 1 | Manual Handling | 4 |
| 2 | Employers Duties | 5 |
| 3 | Free Tools | 5 |

MANUAL HANDLING

1 MANUAL HANDLING

1.1 Manual handling relates to the moving of items either by lifting, lowering, carrying, pushing or pulling. The weight of the item is an important factor, but many other factors can create a risk of injury, for example the number of times you have to pick up or carry an item, the distance you are carrying it, where you are picking it up from or putting it down (picking it up from the floor, putting it on a shelf above shoulder level) and any twisting, bending, stretching or other awkward posture you may adopt while doing a task.

1.2 Manual handling injuries are part of a wider group of musculoskeletal disorders (MSDs). The term 'musculoskeletal disorders' covers any injury, damage or disorder of the joints or other tissues in the upper/lower limbs or the back. Statistics from the Labour Force Survey (LFS) indicate that MSD cases, including those caused by manual handling, account for more than a third of all work-related illnesses **reported each year to the enforcing authorities**. There is evidence that, as well as manual handling, heavy manual labour, awkward postures and a recent or existing injury are all risk factors in the development of MSDs. The Manual Handling Operations Regulations 1992 (MHOR) require employers to manage the risks to their officials.

1.3 Manual handling includes:

- 1.3.1** Lifting.
- 1.3.2** Carrying.
- 1.3.3** Pulling.
- 1.3.4** Pushing.
- 1.3.5** Static holding (holding in one position).
- 1.3.7** Lowering.
- 1.3.7** Reaching/stretching.
- 1.3.8** Supporting.

1.4 The Manual Handling Operations Regulations 1992 (as amended) (MHOR) cover manual handling. The requirements of these regulations can be summarised:

- 1.4.1** Remove risks of injury associated with moving and handling activities.
- 1.4.2** If you can't remove the injury risks, then you assess them.
- 1.4.3** Take the necessary measures to reduce the risk of injury to the lowest level possible.
- 1.4.4** Inform, instruct and train your workers in moving and handling.

1.5 There are four factors – LITE – that you shall consider when carrying out a moving and handling assessment:

Load – what is being carried or moved?

Individual – who is moving and/or handling the load?

Task – what does the activity actually involve? And how shall it be undertaken?

Environment – where shall the moving and handling activity be carried out?

MANUAL HANDLING

2 EMPLOYERS DUTIES

- 2.1 Avoid hazardous manual handling operations so far as is reasonably practicable, by redesigning the task to avoid moving the load or by automating or mechanising the process.
- 2.2 Make a suitable and sufficient assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided.
- 2.3 Reduce the risk of injury from those operations so far as is reasonably practicable. Where possible, provide mechanical assistance, for example, a sack trolley or hoist. Where this is not reasonably practicable then explore changes to the task, the load and the working environment.
- 2.4 Medical and scientific knowledge stress the importance of an ergonomic approach to look at manual handling as a whole, taking into account the nature of the task, the load and the working environment, and requiring worker participation.

3 FREE TOOLS

- 3.1 HSE has developed tools to help employers analyse lifting, carrying and team handling (the MAC tool and the V-MAC tool), repetitive upper limb tasks (the ART tool) and pushing and pulling (the RAPP tool). Depending on the task, you may find it helpful to use more than one tool, for example you may need to pick up a box of items (lifting), carry it to a workstation (carrying), then distribute the contents to other locations such as pigeonholes or a filing cabinet (repetitive movements).
- 3.2 For more information about each tool click on the following links:
 - 3.2.1 [MAC tool](#) – lifting, carrying, lowering.
 - 3.2.2 [V-MAC tool](#) – where load weights vary.
 - 3.2.3 [ART tool](#) – repetitive upper limb tasks.
 - 3.2.4 [Push/Pull tool](#) (RAPP) – moving loads by pushing and pulling.

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| SIGNED | |
| COUNCILLOR WENDY PLANT, PARISH COUNCIL CHAIRMAN | |