



**Manual Handling
Office Staff
Course Handbook**

Name: _____

Company: _____

Safety Rep: _____

Training Date: _____

What is Manual Handling ?

- **Lifting**
- **Putting down**
- **Pushing & Pulling**
- **Carrying**
- **Anything potentially risking injury to your back**

Why Learn Manual Handling ?

- **30-40% of all workplace accidents are due to lifting and handling**
- **80% - That is 8 out of 10 people are affected by back pain**
- **Back injury may vary from a mild twinge to a crippling injury**
- **Damage to the spine is cumulative and cannot be rectified**

- **T** **Task**
- **I** **Individual's capabilities**
- **L** **Load**
- **E** **Environment**

8 Steps to Correct Lifting

- **Assess - TILE**
- **Broad stable base – foot position**
- **Bend the knees**
- **Back straight**
- **Firm, correct grip**
- **Arms in line – NO twisting**
- **Load close to the body**
- **Lift smoothly**

Task - On Assessment does it involve

- **Holding loads away from body**
- **Twisting**
- **Stooping**
- **Reaching upwards**
- **Awkward postures**
- **Long travel distances**
- **Work rate imposed by the process**

- **Forceful Exertions (including lifting, pushing, and pulling)**
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- **Unpredictable movement of load**
- **Repetitive handling**
- **Insufficient rest or recovery time**

Individual

- **Physical condition**
- **Illness**
- **Pregnancy**
- **Requires unusual strength, height etc**
- **Any reservations lifting ability?**
- **Trained**

Load

- **Heavy**
- **Bulky or unwieldy**
- **Difficult to grasp**
- **Unstable/unpredictable**
- **Harmful i.e. sharp/hot**

Environment

- **Constraints on posture e.g. lack of space**
- **Poor floors**
- **Variations in levels**
- **Hot/cold/rain/ice/humid conditions**
- **Strong air movement Poor lighting conditions**

Employer's General Duty

- **Safe Place of Work**
- **Safe Systems of Work**
- **Safe Access/ Egress**
- **Safe Plant & Machinery**
- **Information, Instruction & Training**

Employee's General Duty

- **Responsible for own acts & omissions and comply with relevant safety & health laws;**
- **Co-operate with employer;**
- **Report defects etc;**
- **Use appropriately any PPE provided;**
- **Must not be intoxicated ****

- **Attend training and undergo assessment**
- **Not do anything, which would place themselves or others at risk**

Safety Representative

- **An employee with many rights to represent the other employees and to consult with the employer.**
- **Conduct investigations, inspections....**
- **Seek information**
- **Meet HSA inspectors**

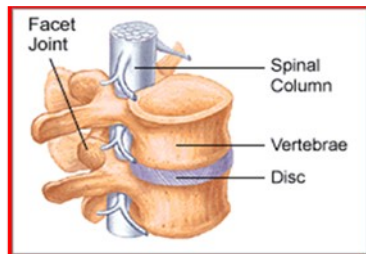
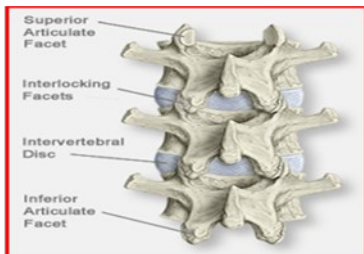
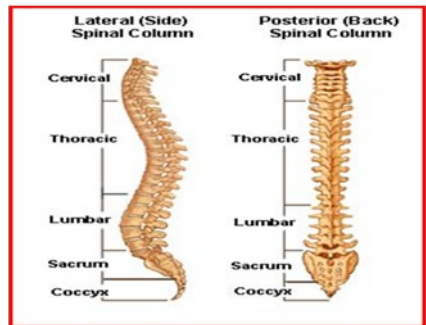
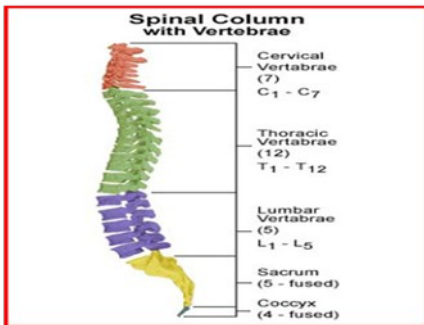
General Application Regs 2007 Employers Duties:

- **Avoid need for manual handling**
 - **Eliminate**
 - **Automate/Mechanised**
- **Assess the risk**
- **Reduce Risk**
- **Provide information on loads, weight etc**
- **Ensure that employee is physically suited**
- **Provide manual handling training**

Dangers of Untrained Methods

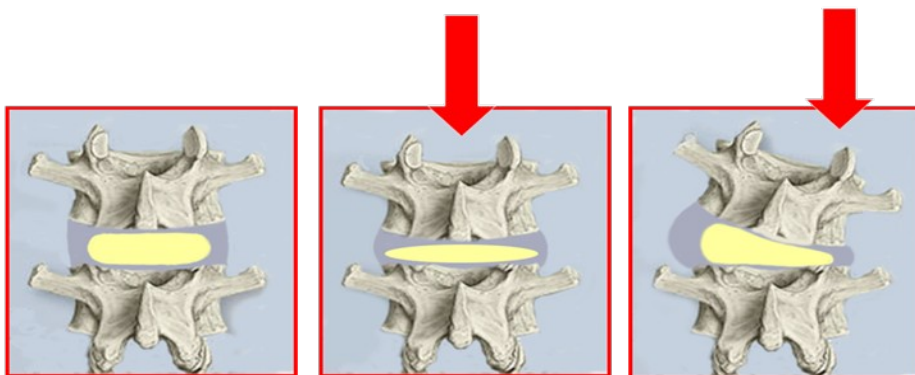
- Back injury may vary from a mild twinge to a crippling injury
- Damage to the spine is cumulative and cannot be rectified
- Injury to hands & feet is common in untrained methods
- Bad habits can be passed on to others

The Spine



Facet Joints Restrict Movement of the Vertebrae

EFFECT OF LOAD ON VERTEBRA

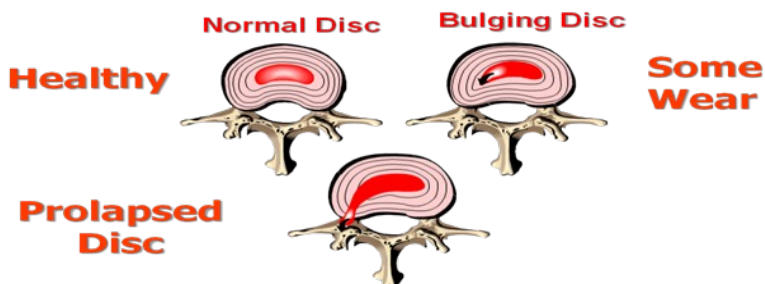


Unloaded

Loaded

Side Load

EFFECT OF WEAR ON DISCS



Damage is Cumulative & Irreversible

Personal Protective Equipment

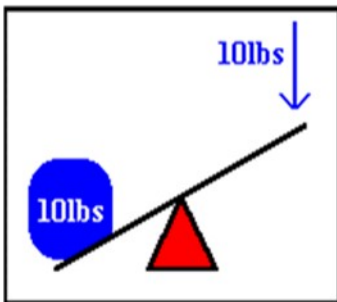
- ✓ **Provided for YOUR Safety & YOUR Protection**
- ✓ **You are LEGALLY Obligated to use them when they are supplied for you**

Office Safety

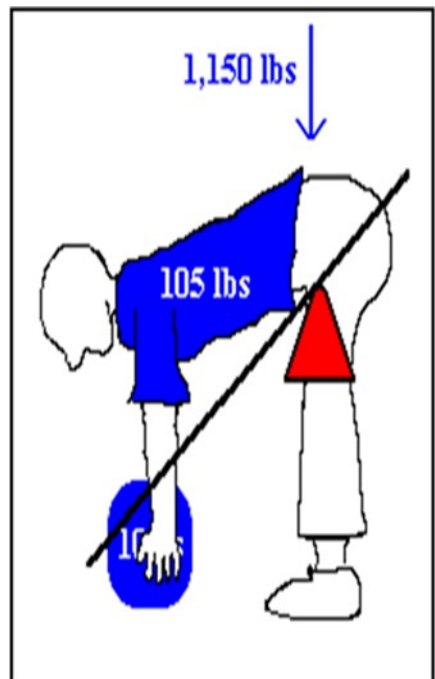
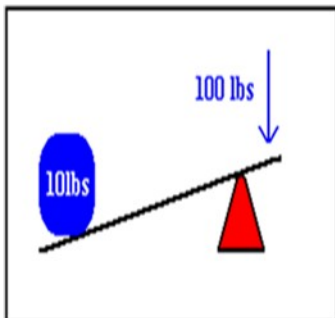
- Safety is **EVERYONE's** responsibility
- If you see a hazard remove/report it
- Prevention is better than cure

Bio Mechanics

Lever effect is reduced if load held closer to the body



Centre of Gravity



Moving Things Safely

- **If lifting from ground make maximum use of legs**
- **Keep back straight but inclined forward**
- **Lift smoothly- Don't jerk**
- **Make sure you can see where you are going**
- **Avoid twisting the body – move your feet instead**
- **If you need to change your grip, set the load down – not whilst walking**
- **Place your feet close to where the load is to be placed**
- **One leg leading**
- **Back upright, chin tucked in**
- **Arms close to your body**
- **Knees bent**

Two Person Lift

- **Decide who will be caller**
- **Similar height if possible**
- **All communications Clear**

One Arm Loads

- **Best avoided**
- **Brace body with opposite arm**
- **Keep your shoulders level**
- **Switch hands regularly**

Lifting Awkward Objects

- **Stand at one corner with feet comfortably apart**
- **Grasp the bottom inside and top outside corner**

Lifting to / from a High Place

- **Avoid!**
- **Lighten load, divide into smaller loads**
- **Use mechanical aid or get help if load awkward or heavy**
- **Check weight- stability**
- **Check that there isn't anything on top of the load**
- **Stand as close as possible to the load**
- **Grip the object firmly, sliding it down your body - get help if needed !**
- **Use mechanical aid if needed**

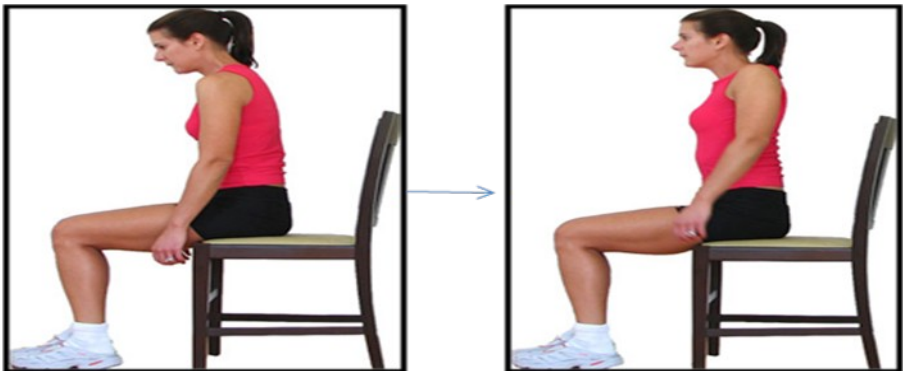
Back care in Everyday Life

- You must be aware of your back posture on a day to day basis
- Correct lifting is for your home, work, car, shed...etc!
- With little bit of exercise regularly it will help in avoiding injury...

Stretching Exercises

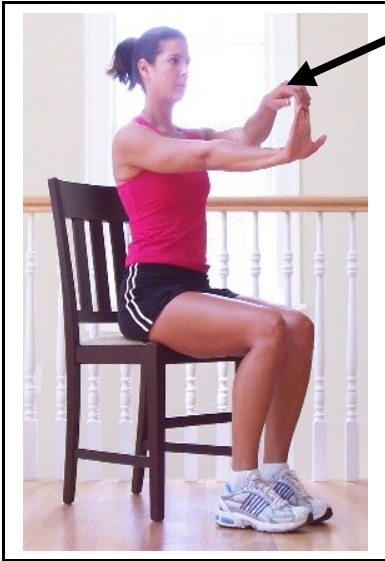
Shoulder Rolls:

Roll the shoulders down and back, starting with small circles and working up to larger circles. Do 10 circles backwards and then repeat forward circles



Forearm and Bicep Stretch:

Take the right arm straight out in front of you and flex the palm up. Grab onto your fingers with the left hand and gently pull the fingers back. Hold for 20 seconds and repeat on the other hand



Forearm Stretch

From the previous exercise, turn the hand down so that the fingers reach towards the floor. Use the left hand to pull the fingers towards you, stretching the forearm. Hold for 20 seconds and repeat on the other hand

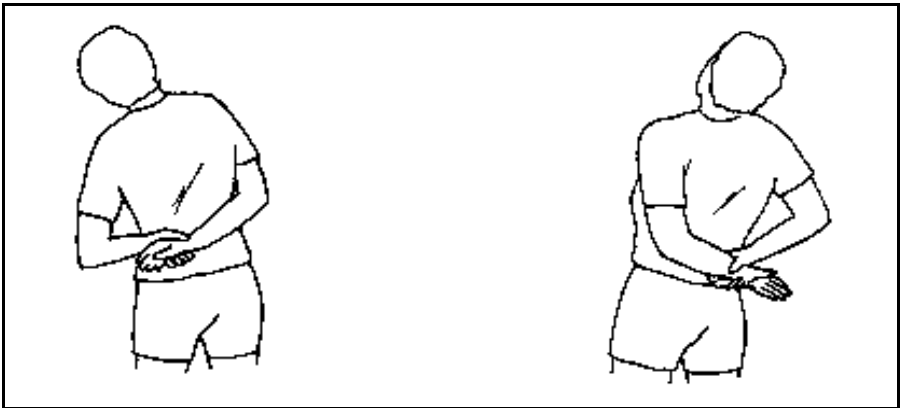
Neck & Shoulders:

Position:

Stand with the feet shoulder width apart and the arms behind the body

Action:

Grasp the left wrist with the right hand. Pull the left arm down and to the right. Tilt the head to the right. Hold this position for 10-15 seconds. Repeat the action with the right wrist, pulling the right arm down and to the left. Tilt the head to the left



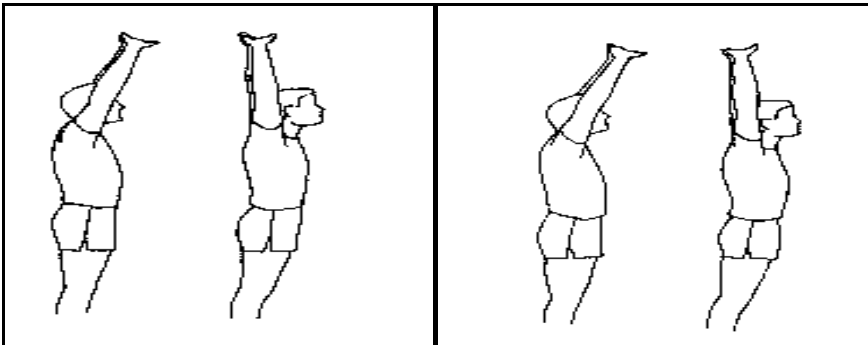
Abdominal:

Position:

Stand and extend the arms upward and over the head. Interlace the fingers with the palms turned upward

Action:

Stretch the arms up and slightly back. Hold this position for 10-15 seconds



Chest:

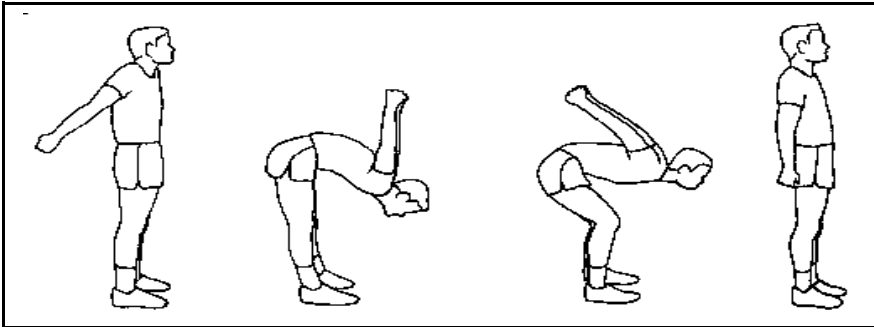
Position:

Stand and interlace the fingers behind the back

Action:

Lift the arms behind the back so that they move outward and away from the body. Lean forward from the waist. Hold this position for 10-15 seconds. Bend the knees before moving to the upright

position. Return to the starting position



Upper Back Stretch:

Position:

Stand with the arms extended to the front at shoulder height with the fingers interlaced and palms facing outward

Action:

Extend the arms and shoulders forward. Hold this position for 10-15 seconds. Return to the starting position

