

## Manual Handling of Loads

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### 1. Introduction

Manual handling of loads is any action that involves movement of a load such as a person or inanimate object by hand or bodily force. This includes activities such as lifting, lowering, pushing, pulling, carrying and supporting a load. This document covers the manual handling of loads for guidance on the manual handling of people please refer to [G12 – Moving and Handling of People webpage](#).

All LCC employees undertake moving and handling of loads (or objects) to some extent. It is not possible to totally eliminate all manual handling activity but by applying best practice within the council policy & guidance will minimise the potential risks and maintain a fit and healthy workforce.

### 2. Manual Handling at Work

If your work involves significant manual handling your employer has a statutory duty to assess the risks and minimize the risk of injury. Control measures might include specifying two person lifts, providing trolleys and barrows, providing training in the techniques that minimize the risks.













You have a responsibility to take reasonable care for your own health and safety and this will include informing your manager of any tasks you find difficult to carry out. Remember that just because a colleague can do a task does not automatically mean that you are able to perform the same task. We all have different capabilities and medical histories.

Your manager may not be aware of all the lifting tasks you carry out. If your work involves carrying out tasks that exceed the guidelines stated in of Section 2 — [Risk](#)

[Assessment Manual Handling Quick Card](#) an assessment has not been done, report this to your line manager. Remember there are no specified maximum weight limits the assessment will take into account a range of factors including your individual capability.

We tend to think that back injuries are the only injury related to manual handling tasks. The term musculoskeletal disorders or MSDs is often used in connection with manual handling injuries these conditions can affect any part of the body. We need to consider the potential for injuries from falls (when carrying objects), dropping objects onto your feet, strains, sprains from overstretching or jerky movements. These injuries can be serious and lead to significant discomfort or time off and in some cases temporary or permanent disability which affect every aspect of our lives. The procedures implemented in G28 and summarized in this leaflet are designed to keep you safe whilst manual handling at work.

### 3. Manager's Do's and Don't

Do's...	Dont's....
<ul style="list-style-type: none"> <li> Identify all manual handling activities that your respective employees are required to do</li> <li> Avoid as much manual handling activity as possible</li> <li> Undertake &amp; record risk assessments for all manual handling that <b><u>cannot</u></b> be avoided</li> <li> Ensure employees complete manual handling training</li> <li> Discuss the results of the risk assessment with employees</li> <li> Monitor employees compliance with policy &amp; selected control measures</li> </ul>	<ul style="list-style-type: none"> <li> Forget to apply TILEO (The Task, Individual, Load, Environment &amp; Other factors such as PPE &amp; restrictive clothing</li> <li> Forget to consult with employees on what manual handling activity they undertake when identifying the risks</li> <li> Ignore each individual's ability &amp; health considerations &amp; ensure you record significant findings.</li> <li> Ignore your own training &amp; assessment on Lincs2Learn</li> <li> Ensure discussions are recorded</li> <li> Forget to praise employees for good results &amp; act on individuals who are not complying with the information &amp; training received.</li> </ul>

## 4. Risk Assessment

A manual handling assessment should focus on five key factors associated with the manual handling task often referred as the '**TILE O**' assessment:

- The **T**ask and what the manual handling operation involves
- The **I**ndividual i.e. the person's individual capability to carry out the task
- The **L**oad the object weight, size, stability etc
- The **E**nvironment weather conditions, slip, trip falling hazards
- **O**ther factors e.g. organisational factors e.g. time of activity, PPE interfering with movement, work equipment

Your manager should discuss the findings of the assessment with you so that are aware of what steps are needed to control the risks. Detailed guidance on completing a Manual Handling risk assessment can be found in the Manual Handling - Risk Assessment of Quick Card. Guidance on good handling technique is detailed on the next pages.

If you have an accident involving manual handling this must be reported to your line manager so that they can review the risk assessment and revise instructions if necessary.

## 5. Training & Good Handling Techniques



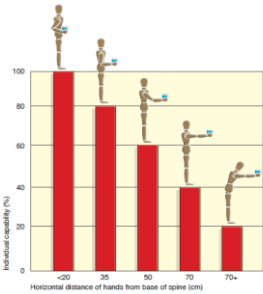

### Training

Several Manual Handling Training courses are available for employees and manager to access via the Lincs2Learn system or on request from the Corporate Health and Safety Team:-

**Manual Handling e-learning**: On-line course covering basic requirements of the Manual Handling regulations. This course is suitable for low risk manual handling operations, a refresher of the classroom course or employees who have suffered a manual handling injury.

**Manual Handling classroom course**: Half day course, focusing on the law, requirements, the undertaking of assessments, reducing risk, MAC tool and handling techniques. This course is suitable for higher risk or repetitive manual handling operation and managers who undertake assessment. To arrange this training please contact the [Corporate Health and Safety Team](#).

### Good Handling Techniques

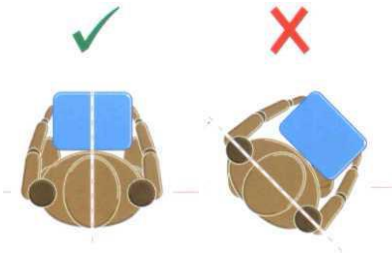
	<p><b><u>Lifting and carrying loads</u></b></p> <p>Think before handling/lifting. Plan the lift/handling activity. Where is the load going to be placed? Use appropriate handling aids where possible. Will help be needed with the load? Remove obstructions, such as discarded wrapping materials. For long lifts, such as from floor to shoulder height, consider resting the load mid-way on a table or bench to change grip.</p>												
<p>1. </p> <p>2. </p> <table border="1"> <caption>Individual Capacity (%) vs Horizontal Distance of hands from base of spine (cm)</caption> <thead> <tr> <th>Horizontal distance (cm)</th> <th>Individual capacity (%)</th> </tr> </thead> <tbody> <tr> <td>&lt;20</td> <td>100</td> </tr> <tr> <td>25</td> <td>80</td> </tr> <tr> <td>50</td> <td>60</td> </tr> <tr> <td>70</td> <td>40</td> </tr> <tr> <td>75+</td> <td>20</td> </tr> </tbody> </table>	Horizontal distance (cm)	Individual capacity (%)	<20	100	25	80	50	60	70	40	75+	20	<p>Keep the load close to the waist. Keep the load close to the waist for as long as possible while lifting/carrying.</p> <p>The distance of the load from the spine at waist height is an important factor in the overall load on the spine and back muscles. (see picture 2 on left)</p> <p>Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.</p>
Horizontal distance (cm)	Individual capacity (%)												
<20	100												
25	80												
50	60												
70	40												
75+	20												
	<p>Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load if it is on the ground).</p> <p>The worker should be prepared to move their feet during the lift to maintain a stable posture. Wearing over-tight clothing or unsuitable footwear may make this difficult.</p>												
	<p>Ensure a good hold on the load. Where possible hug the load as close as possible to the body. This</p>												



may be better than gripping it tightly only with the hands.

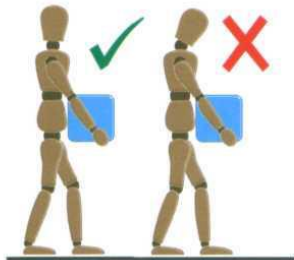
Moderate flexion (slight bending) of the back, hips and knees at the start of the lift is preferable to either fully flexing the back (stooping) or fully flexing the hips and knees (full/deep squatting).

Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.



Avoid twisting the back or leaning sideways especially while the back is bent. Keep shoulders level and facing in the same direction as the hips.

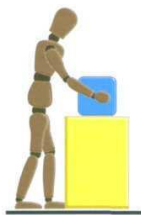
Turning by moving the feet is better than twisting and lifting at the same time.



Keep the head up when handling. Look ahead, not down at the load once it has been held securely.

Move smoothly. Do not jerk or snatch the load as this can make it harder to keep control and can increase the risk of injury.

Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.



Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.



#### Team lifting

Handling by two or more people may make possible an operation that is beyond the capability of one person, or reduce the risk of injury to a single handler.

For safe team handling there should be enough space for the handlers to manoeuvre as a group. They should have adequate access to the load, and the load should provide sufficient handholds. If the load is particularly small or difficult to grasp, then a handling aid such as a stretcher or slings should be used.

One person should plan and then take charge of the operation, ensuring that movements are co-ordinated. However, there should be good communication for the duration of the lift.



#### Mechanical aids

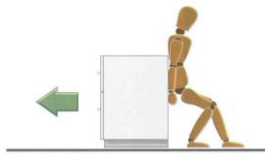
Your initial assessment should determine if the loads can be mechanised or moved using handling aids such as a trolley or barrow. Remember you need to check the equipment before use and maintain it in good working order.



#### Pushing and pulling loads

For both pulling and pushing, a secure footing should be ensured, and the hands should not be applied to the load much below waist height or above shoulder height.

Also consider the extra forces needed if pushing up slopes, ramps and uneven ground you may need help



A further option, where other safety considerations allow, is to push with the handler's back against the load using the strong leg muscles to exert the force.

*Good Handling Technique – Guidance for Employees Taken from L23 Guidance on the Manual Handling Operations Regulations*

## 6. Manual Handling outside of work

Out of work we are all likely to be involved in manual handling activities. Manual handling is not just lifting, it includes carrying, pushing, pulling, throwing etc. Gardening, sports and hobbies, childcare, shopping and DIY activities can all involve significant manual handling.

If you have received training in the techniques that minimise the risk of injury then you should apply the same principles at home as you do at work. All too often people say, "If I were at work I would not be doing this". This is the wrong attitude, the pain, suffering and effects on your lifestyle are the same. Jobs in and around the home and garden often involve people who are not accustomed to significant manual handling, so extra care is necessary.

The way we sit or stand or drive a car for example can be the cause of back pain. If our general posture and fitness is poor we are more likely to suffer back pain. Poor posture can lead to pain, the Alexander technique could be useful in improving your posture, your local library or bookshop will have books on this subject. Most people at work have chairs that can be adjusted to allow a good posture to be adopted. How many of us think about adopting good postures whilst reading or watching television at home?

When driving it is important to ensure that the car seat is adjusted to offer support to the back. Sit upright do not hunch over the steering wheel. Take frequent breaks and get some exercise on long journeys.

### Exercise, keeping fit and Wellbeing

Exercise and keeping ourselves fit at home and work is key to being able to live a long and healthy life and work safely. The council through its wellbeing strategy is

committed to providing employees with information on ways of improving and maintaining a healthy lifestyle. Information on workplace initiatives and discounts and employee health promotions are available and detailed in [Lincs2learn](#) under the Health and Wellbeing section, HR Strategy/Wellbeing team

## **7. Further Information**

### **Legislation & National Guidance**

[The Manual Handling Operations Regulations 1992](#)

[www.hse.gov.uk](http://www.hse.gov.uk)

<https://www.hse.gov.uk/msd/backpain/index.htm>

[www.backcare.org.uk](http://www.backcare.org.uk)

<https://backcare.org.uk/i-have-back-or-neck-pain/back-pain/>

<https://www.nhs.uk/conditions/back-pain/>

LCC Health and Safety Manual

### **LCC Guidance & Information**

[G28 Manual Handling of Loads Webpage](#)

[Risk Assessment Manual Handling Quick Card](#)