

Today's Topic/Issue

Manual Handling is the physical moving of a load without the assistance of lifting equipment. This includes:

- Pushing
- Pulling
- Lowering
- Carrying
- Throwing
- Dropping

QUICK QUIZ

What examples of manual handling do you carry out in your day-to-day role?

Understanding T.I.L.E

There are four key factors to consider when assessing manual handling. This can be remembered using the acronym T.I.L.E:



T

Task

How is the item to be handled?



I

Individual

Who is doing the task?



L

Load

What is being moved?



E

Environment

Where is the task taking place?

QUICK QUIZ

How do different Tasks, Individuals, Loads and Environments affect the best way to manual handle?





Do's & Don'ts



- Do** - Plan the lift before you start
- Do** - Check intended route for obstructions
- Do** - Gauge the weight of object
- Do** - Get help if you required
- Do** - Use any mechanical aids provided
- Do** - Split large loads
- Do** - Get close to the load
- Do** - Bend at the knees
- Do** - Keep back straight & head up
- Do** - Lift smoothly
- Do** - Let the legs do the work



- Don't** - Rush into it
- Don't** - Twist your body
- Don't** - Lift whilst sitting
- Don't** - Reach up
- Don't** - Stoop
- Don't** - Reach over obstructions
- Don't** - Pull. Push instead
- Don't** - Overfill anything. Think about who else may have to lift it may have to lift it later
- Don't** - Allow clothing to get in the way
- Don't** - Manually handle loads in confined spaces

REMEMBER

If it's too heavy or awkward, stop! Ask for help or use equipment



Manual Handling

Manual handling is defined as the movement of a load by bodily force, including picking up, putting down, pushing, pulling and carrying. This may include tasks that involve relatively light loads which are performed on a frequent basis, or those less frequently performed but which involve heavy loads.

Manual handling should be reduced wherever practical.

Supervisors should prioritise:

Avoiding the task (eliminate lifting)

Reducing the risk (mechanical aids, smaller loads)

Controlling the task (safe systems of work, training).

Manual handling is a leading cause of workplace injury, but most risks can be avoided or reduced.

QUICK QUIZ

“What examples of manual handling do you carry out in your day-to-day role?”

Typical manual handling activities include:

- Handling stationery e.g. boxes of photocopier paper
- Moving and carrying files whether in boxes, bags or loose
- Dealing with bulk mail
- Moving furniture and/or equipment
- Handling removal crates, either packing, unpacking or transporting.



QUICK QUIZ

“How do different Tasks, Individuals, Loads and Environments affect the best way to manual handle?”



The **task** is how the item is to be handled, including:

- How frequently the manual handling operation takes place - the repetitive handling of light loads can create hidden damage that may eventually lead to chronic injuries
- Far away or close to the body - stress on the body increases the further away the load is carried (e.g. at arm's length) and the load is less easy to control
- Twisting of the body during lifting or carrying - especially sudden movements can lead to acute injury
- Having to reach down or stoop to lift a load strain on the back increases as the weight of the body adds to the load to be lifted
- Reaching very low or high or a combination of the two – the extremes of lifting ability are at these positions, and they cause stress to the arms and back
- Carrying the load long distances - this leads to fatigue and a reduction in individual capability
- Considerable pushing or pulling - strains can occur to the back, arms and shoulders.



The **individual capability** is the physical suitability of the individual to carry out the manual handling operation, including:

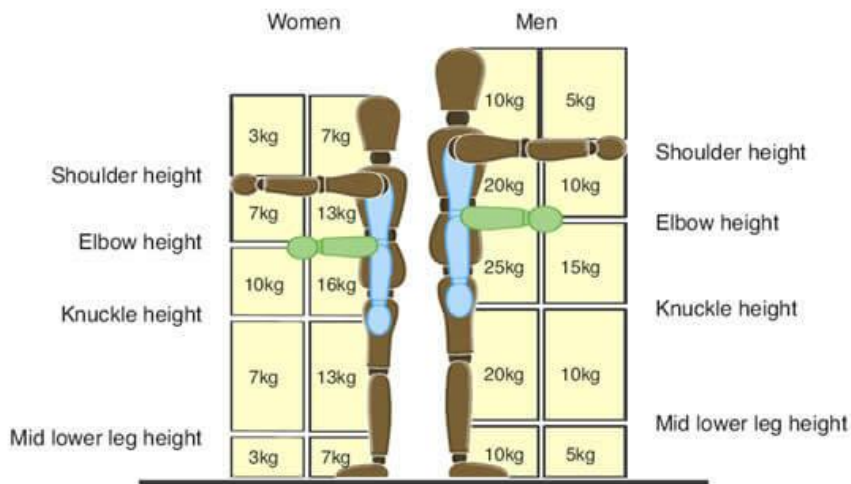
- Physical strength needed to carry out manual handling - the ability to manually handle varies from person to person
- Particular health conditions reduce the ability to manually handle loads - special consideration must be given to new and expectant mothers.
- Training in manual handling techniques – training is provided by the organisation but should never be a substitute for safe systems of work and lifting aids are always preferable.





The **load** covers the characteristics of the item or subject that is to be handled, including:

- Weight involved - official guidance states a man should not attempt to lift (or lower) more than a maximum of 25kg from waist height alone, unless a detailed assessment of risk has been carried out. For women, the limit is reduced to approximately 16kg
- Size, shape or rigidity of the load - even lighter loads may be difficult to handle if they are of a nonuniform size or shape as this can lead to a lack of control and increased risk
- Unstable and irregular loads - in addition to the lack of control the load may have sharp edges or rough surfaces that make handling difficult.



The **working environment** is the space and surroundings in which the manual handling takes place which must allow:

- Enough space for the manual handling operation - insufficient space can lead the handler to have to stoop or twist to manoeuvre the load
- A level surface or only slight gradient to push or pull loads – a load on a trolley is much harder to push uphill and the push effort may exceed the guideline safe weight if the load is already heavy
- Adequate lighting and protection from the elements etc. - the likelihood of an accident is increased in adverse environmental conditions.



Toolbox Talk - Attendance Sheet

Site/Department Name:

Trainer Name:

Signature:

Toolbox Talk Topic:

Date:

Name	Signature

Any further feedback or questions from attendees regarding this toolbox talk topic?