

UNIVERSITY OF DURHAM
Health and Safety Manual
Section M1
(Second edition: January 2005)

MANUAL HANDLING OPERATIONS

			Cross-References
POLICY		To ensure, so far as is reasonably practicable, the health and safety of employees who are involved in manual handling.	
Responsibility for Implementation		Heads of Departments and Colleges.	
Standards	1	One or more members of staff must be nominated to be Manual Handling Assessors.	
	2	All Manual Handling Assessors must attend training in Manual Handling Risk Assessment, provided or authorised by the University Health and Safety Adviser.	
	3	'High manual handling risk staff' must attend training in the Principles of Manual Handling, provided or authorised by the University Health and Safety Adviser and attend refresher/update training at three year intervals.	Definitions
	4	Other groups of staff must attend where this is identified from risk assessment.	
	5	All manual handling operations must be identified and assessed to determine if they are significant, using the Risk Assessment Filter.	Definitions, Appendix 1
	6	All significant manual handling operations must be fully assessed, using the assessment checklists.	Definitions Appendix 2, 3, 4/5 and 6/7
	7	Remedial measures identified for reducing risk must be agreed with the person(s) involved in the manual handling operation.	Appendix 8
	8	Assessments must be reviewed if : <ul style="list-style-type: none"> • they are considered to be no longer valid, or • when there has been a significant change in the manual handling operation, or, • there has been a reportable injury caused by manual handling operation. 	
	9	Employees must be monitored by their supervisors to ensure that agreed task methods are followed and that the general rules for safe manual handling are observed.	
Definitions		<p>Manual handling operation Means any transporting or supporting of a load including lifting, putting down, pushing, pulling, carrying or moving, by hand or bodily force.</p> <p>Significant manual handling operation An operation identified via the Risk Assessment Filter as presenting sufficient risk to require a detailed assessment..</p> <p>Manual handling assessor A person who has been trained in the Principles of Manual Handling and Manual Handling Risk Assessment.</p> <p>High Manual Handling Risk Staff</p>	

		<p>Those in the following groups :</p> <ul style="list-style-type: none"> • Catering staff • Housekeeping/cleaning staff • Porters and caretakers • Technical staff • Library staff • Estates and Buildings UPS staff 	
Relevant Legislation		<p>Manual Handling Operations Regulations 1992</p> <p>Health and Safety (Miscellaneous Amendments) Regulations 2002</p>	
Additional Information		<p>HSG L23 – Manual Handling Guidance on Regulations</p> <p>HSE HSG115 – Manual handling : solutions you can handle</p> <p>HSE INDG398 – Are you making the best use of lifting and handling aids?</p> <p>HSE INDG143(rev2) – Getting to grips with manual handling : a short guide</p> <p>HSE INDG333 – Back in Work : Managing back pain in the workplace</p>	
		<p>This information was originally contained in Health and Safety Management Circular Number 4 issued in January 1994 and updated May 1999.</p> <p>It has been updated (2/05) in the light of new guidance from HSE to distinguish between lifting/carrying and pushing/pulling.</p>	
Review date		January 2007	

Appendices

1. Risk Assessment Filter
2. Guideline Weights – Practical Advice
3. Guideline Weights
4. Lifting and Carrying of Loads - Assessment Checklist
5. Pushing and Pulling of Loads - Assessment Checklist
6. Lifting and Carrying – Full Assessment
7. Pushing and Pulling – Full Assessment
8. Remedial Measures

Risk Assessment Filter

Task:			
Activity	For each activity, does the task fall outside the guidelines? Y/N	Are there any other considerations which indicate a problem? (Indicate what the problem is) Y/N	Is the activity significant? (i.e. is a detailed assessment required?) Y/N
Lifting and Lowering			
Carrying			
Pushing and pulling			
Handling while seated			

Guideline Weights – Practical Advice

- Are an aid to highlight where detailed assessments may be most needed
- Apply only in good working conditions with comfortable grip, but are reduced/amended as follows.
- If conditions are not met, a more detailed assessment is required.

1. Repetition

Where Operations are Repeated	Figure Reduced By
Once or twice per minute	30%
Five to eight per minute	50%
More than twelve per minute	80%

Also consider :

- Inadequate pauses for rest or no changes in type of activity.
- Handler must support the load.

2. Twisting

If handler twists from front	Figure Reduced By
45 degrees	10%
90 degrees	20%

Provided :

- No more than 30 x per hour
- No other posture-related problems

3. Carrying

Guideline Weights apply provided :

- Load is held against the body
- Carry distance no more than 10m without resting opportunity

4. Pushing and Pulling

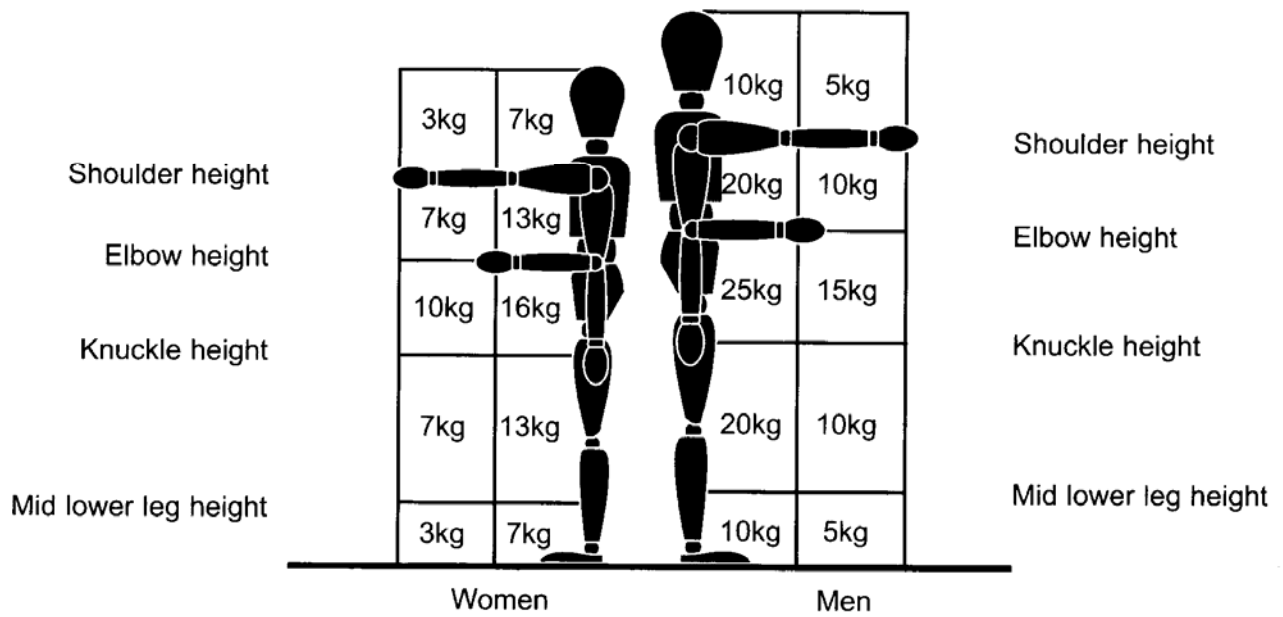
- As a rough guide, a suitable and well-maintained trolley, etc. will require approximately 2% of the total load weight to start it moving.

Guideline Figure	Men	Women
For stopping or starting	20 kg	15 kg
For keeping moving	10 kg	7 kg

Provided :

- Hands are between knuckle and shoulder height
- Distance no more than 20m without resting opportunity

GUIDELINE WEIGHTS



Note – Maximum when seated: 3 Kg (women), 5 Kg (men)

Lifting and Carrying – Full Assessment

Questions to consider:	If yes, tick appropriate level of risk			Problems occurring from the task (make rough notes in preparation for the possible remedial action to be taken)	Possible remedial action, e.g. changes that need to be made to the task, load, working environment etc. Who needs to be involved in implementing the changes?
	Low	Med	High		
Do the tasks involve:					
• holding loads away from trunk?					
• twisting?					
• stooping?					
• reaching upwards?					
• large vertical movement?					
• long carrying distances?					
• strenuous pushing and pulling?					
• unpredictable movement of loads					
• repetitive handling					
• insufficient rest or recovery?					
• a work rate imposed by a process					
Are the loads :					
• heavy?					
• bulky/unwieldy					
• difficult to grasp?					
• unstable/unpredictable?					
• intrinsically harmful (e.g. hot/ sharp)?					
Does the working environment involve:					
• constraints on posture?					
• poor floors?					
• variations in levels?					
• hot/cold/humid?					
• strong air movements					
• poor lighting?					
Concerning individual capability – does the job:					
• require unusual capability					
• hazard those with a health problem or a physical or learning difficulty?					
• hazard those who are pregnant?					
• call for special information/ training?					

Protective Clothing			
<ul style="list-style-type: none"> Is movement or posture hindered by clothing or personal protective equipment 	Yes / No		
<ul style="list-style-type: none"> Is there an absence of the correct/suitable PPE being worn? 	Yes / No		
Work Organisation (psychological factors)			
<ul style="list-style-type: none"> Do workers feel that there has been a lack of consideration given to the planning and scheduling of tasks/rest breaks? 	Yes / No		
<ul style="list-style-type: none"> Do workers feel that there is poor communication between managers and employees (e.g. not involved in risk assessments or decisions on changes in workstation design)? 	Yes / No		
<ul style="list-style-type: none"> Are there sudden changes in workload, or seasonal changes in volume without mechanisms for dealing with the change? 	Yes / No		
<ul style="list-style-type: none"> Do workers feel they have not been given enough training and information to carry out the task successfully? 	Yes / No		

Pushing and pulling – Full Assessment

Questions to consider:	If yes, tick appropriate level of risk			Problems occurring from the task (Make rough notes in preparation for the possible remedial action to be taken)	Possible remedial action, e.g. changes that need to be made to the task, load, working environment etc. Who needs to be involved in implementing the changes?
	Low	Med	High		
Do the tasks involve:					
• high initial forces to get the load moving?					
• high forces to keep the load in motion?					
• sudden movements to start, stop or manoeuvre the load?					
• twisting/manoeuvring of the load into position or around obstacles?					
• one-handed operations?					
• hands below waist/above shoulder height?					
• movement at high speed?					
• movement over long distances?					
• repetitive pushing/pulling					
The load to be moved:					
• does it lack good handholds?					
• is it unstable/unpredictable?					
• is vision over/around it restricted?					
If on wheels/castors, are they:					
• unsuitable for the load?					
• unsuitable for the environment?					
• difficult to steer?					
• easily damaged or defective?					
• without brakes/difficult to stop?					
• with poor/defective brakes?					
• without a proper inspection /maintenance regime?					
Does the working environment involve:					
• constraints on posture?					
• confined spaces/narrow doors					
• surfaces/edges to cause cuts/burns/abrasions?					
• poor/damaged/slippery floors?					
• ramps/slopes/unevenness?					
• trapping/tripping hazards?					
• poor lighting?					
• hot/cold/humid?					
• strong air movements?					
• pose a risk to those who are pregnant?					

Concerning individual capability – does the job:					
• require unusual capability					
• hazard those with a health problem or a physical or learning difficulty?					
• hazard those who are pregnant?					
• call for special information/ training?					

Other factors to consider			
Equipment			
• Is movement or posture hindered by clothing or personal protective equipment	Yes / No		
• Is there an absence of the correct/suitable PPE being worn?	Yes / No		
• Are trolleys etc./floor surfaces poorly maintained/cleaned?	Yes / No		
• Is there a lack of regular maintenance for the equipment?	Yes / No		
Work Organisation (psychological factors)			
• Do workers feel that there has been a lack of consideration given to the planning and scheduling of tasks/rest breaks?	Yes / No		
• Do workers feel that there is poor communication between users of equipment and others (e.g. managers, purchases, etc.)	Yes / No		
• Are there sudden changes in workload, or seasonal changes in volume without mechanisms for dealing with the change?	Yes / No		
• Do workers feel they have not been given enough training and information to carry out the task successfully?	Yes / No		

Remedial Measures

Remedial measures to be taken, in order of priority	Person responsible for implementing controls	Target implementation date	Completed Y/N
1			
2			
3			
4			
5			
6			
7			
8			
9			
Date by which actions should be completed:			
Date for review of assessment:			
Assessor's name:		Signature:	