



KEWSTOKE PARISH COUNCIL

“Here to protect the Rural Character and Environment of the Village and to promote Kewstoke as a pleasant place to live”

Draft Manual handling Procedures

KPCP9993

The term manual handling covers a wide variety of activities including lifting, lowering, pushing, pulling and carrying. If any of these tasks are not carried out appropriately there is a risk of injury.

For any lifting activity

Always take into account:

- individual capability
- the nature of the load
- environmental conditions

If you need to lift something manually

- Reduce the amount of twisting, stooping and reaching
- Avoid lifting from floor level or above shoulder height, especially heavy loads
- Adjust storage areas to minimise the need to carry out such movements
- Consider how you can minimise carrying distances
- Assess the weight to be carried and whether you can move the load safely or need any help – maybe the load can be broken down to smaller, lighter components

Good handling technique for lifting

There are some simple things to do before and during the lift/carry:

- Remove obstructions from the route.

- For a long lift, plan to rest the load midway on a table or bench to change grip.
- Keep the load close to the waist. The load should be kept close to the body for as long as possible while lifting.
- Keep the heaviest side of the load next to the body.
- Adopt a stable position and make sure your feet are apart, with one leg slightly forward to maintain balance

Think before lifting/handling. Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

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). Be prepared to move your feet during the lift to maintain your stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

Get a good hold. Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (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.

Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. 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.

Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept 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. The load should not be jerked or snatched 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.

What you need to know about

MANUAL HANDLING

Regulations 1992 - Good Handling Technique

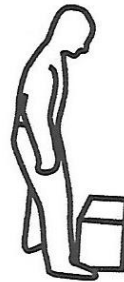
The additional responsibilities placed on employers, with regard to manual handling and lifting, came into effect on January 1st. 1993, under the health and safety act 1974.

ATTENTION & ASSESSMENT

- Recognise potential hazards
- Understand unfamiliar handling operations
- Know how to use handling aids
- Use personal protective equipment properly
- Appreciate environmental factors contributing to safety
- Be a good housekeeper
- Realise your own capability

CHECK THE FOLLOWING

- ◆ **DANGERS** Are there any sharp corners, projecting nails points, etc. ?
- ◆ **BALANCE** Is the parcel stable to lift and easily gripped ?
- ◆ **PLAN** Is your route clear and free from obstructions ?
- ◆ **REST** Can you stop and rest if you need to ?
- ◆ **DESTINATION** Have you identified your destination- is it safe to unload?
- ◆ **PROTECTION** Are you wearing the appropriate protective equipment ?



- 1. STOP**
THINK and PLAN



- 2. POSITION**
Place the feet apart keeping the leading leg as far forward as is comfortable, the head straight and shoulders level. Get a firm grip hooking fingers if possible and make sure load is secure.



- 3. LIFT**
Use your legs to lift the load. Don't jerk, move smoothly, keeping control of the load.



- 4. MOVE**
Move your feet. Don't twist the trunk when turning. Keep the load's heaviest side next to the trunk.



- 5. PLACE**
Put the load down, then adjust it's specific position. After unloading slide into position.

Adopted 06/01/2020