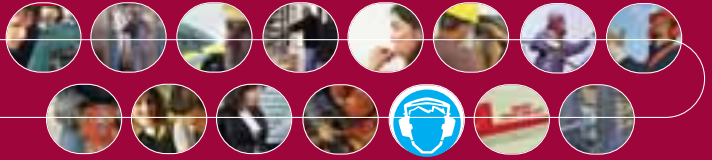


Safety Toolkit and Short Guide to General Application Regulations 2007
Manual Handling Section



Manual Handling

Introduction



Safety Toolkit

The objective of the Toolkit is to provide guidance on the prevention of accidents or ill health at work and to provide a practical tool towards a safer workplace. It covers requirements of the Safety, Health and Welfare at Work (General Application) Regulations, 2007 as amended and is aimed specifically at small and micro businesses. It is not intended as a legal interpretation of the legislation. Legal advice should be sought where required.

Checklists provided are non-exhaustive and in no particular order

How do I use the Toolkit?

The Toolkit is intended to assist you to monitor and improve standards of safety, health and welfare. It will assist you towards complying with the law.

1. Use the checklists to monitor how you're doing.
2. Make any required improvements.
3. If necessary, investigate further to find out what you need to do and set a timescale for achieving it.
4. Use the Action Date column to show when action taken.

Checklists provided are non-exhaustive and in no particular order.

At the end of each point in the check list reference is made to the corresponding part of the Regulations, for example (r51) indicates Regulation 51.

Where can I get further advice?

The Health and Safety Authority's website www.hsa.ie contains a large amount of additional information. Most of the information on the website can be accessed free-of-charge. The website has detailed guides on each section of these Regulations. Each guide contains advice on where to find further information.

The Health and Safety Authority's Workplace Contact Unit (WCU) is a helpdesk resource for employers, employees and the public. You can contact the WCU through

- ▲ Locall: 1890 289 389 (Monday to Friday, 9am to 5pm)
- ▲ Fax: 01 614 7125
- ▲ Email: wcu@hsa.ie
- ▲ Write to: Workplace Contact Unit, Health and Safety Authority, Metropolitan Building, James Joyce Street, Dublin 1



Manual Handling

Manual handling is the main cause of injury at work. Manual handling problems can lead to debilitating long-term illnesses and cause a great deal of pain and discomfort. Sufferers can be forced to leave their jobs and in severe cases, are unable to work at all.

What does this section deal with?

This section deals with manual handling at work. It covers lifting, putting down, pushing, pulling, carrying or moving a load, where the characteristics of the load pose a risk or the ergonomic conditions of the activity are unfavourable. Where manual handling of loads involves a risk of injury, the employer must avoid or reduce the need for such manual handling.

A risk assessment must be carried out on all manual handling. The risk assessment should identify risks and controls, including both engineering and organisational, to avoid or reduce the risk of injury. This must be done in consultation with staff. The results must be recorded, controls put in place, and the findings communicated to staff.

Employees should be consulted when protective measures related to manual handling are taken. This could include information and training on new mechanical aids to handle heavy loads. Training needs to be specific to tasks. It is not a substitute for the reduction or avoidance of manual handling risks.

Does this section apply to all manual handling?

No, this section only applies to transporting or supporting a load which, by reason of its characteristics or unfavourable ergonomic conditions, involves risk, particularly of back injury, to employees.

Some Important Points

- ▲ Avoid handling loads wherever possible
- ▲ Carry out risk assessments for manual handling activities and make sure that all work is planned, organised and carried out by a competent person
- ▲ Take steps to avoid, prevent or reduce risks
- ▲ Choose the right work equipment
- ▲ Use mechanical aids provided
- ▲ **Manual handling training is only part of an approach primarily focused on ergonomic controls**



Manual Handling Checklist

Interpretation

“Manual handling of loads” is defined (r68)

Requirement

Yes

No

N/A

Action
Date

Appropriate organisational measures taken or appropriate means used, in particular mechanical equipment, to avoid manual handling (r69)

Where manual handling cannot be avoided, appropriate organisational measures (r69)

Means to reduce risk provided, having regard to the risk factors in Schedule 3 (r69)

Where manual handling cannot be avoided, organise workstations to make such handling safe (r69)

Taking account of risk factors in Schedule 3 below, assess and avoid or reduce the risk (r69)

Ensure particularly sensitive groups are protected including risk factors in Schedule 3 below (r69)

Ensure employee capabilities are taken into account, including individual risk factors in Schedule 3 below (r69)

In health surveillance, take account of risk factors in Schedule 3 below (r69)

Ensure employees receive general indications and, where possible, precise information on (i) the weight of each load, and (ii) the centre of gravity of the heaviest side when a package is eccentrically loaded (r69)

| Requirement | Yes | No | N/A | Action Date |
|---|-----------------------|-----------------------|-----------------------|-------------|
| RISK FACTORS FOR MANUAL HANDLING – SCHEDULE 3 (Regulation 69) | | | | |
| 1. Characteristics of the load may present a risk particularly of back injury if it is: | | | | |
| Too heavy or too large | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Unwieldy or difficult to grasp | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Unstable or has contents likely to shift | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Positioned in a manner requiring it to be at a distance from the trunk | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Positioned in a manner requiring bending or twisting of the trunk | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Likely, because of its contours or consistency (or both), to result in injury , particularly in a collision | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| 2. Physical effort required may present a risk particularly of back injury if it is: | | | | |
| Too strenuous | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Only achieved by a twisting movement of the trunk | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Likely to result in a sudden movement of the load | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Made with an unstable posture | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| 3. Characteristics of the working environment may increase a risk particularly of back injury if: | | | | |
| There is not enough room, in particular vertically, to carry out the activity | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| The floor is uneven, thus presenting tripping hazards, or is slippery in relation to footwear | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| The working environment prevents the handling of loads at a safe height or with good posture | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |

| Requirement | Yes | No | N/A | Action Date |
|---|-----------------------|-----------------------|-----------------------|-------------|
| Variations in the level of the floor or the working surface, requiring the load to be manipulated on different levels | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| The floor or foot rest is unstable | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| The temperature, humidity or ventilation is unsuitable | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| 4. Requirements of the activity may present a risk particularly of back injury if it entails: | | | | |
| Over-frequent or over prolonged physical effort involving in particular the spine | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| An insufficient bodily rest or recovery period | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Excessive lifting, lowering or carrying distances | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| A rate of work imposed by a process which cannot be altered by the employee | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| 5. Individual employee may be at risk if he or she: | | | | |
| Is physically unsuited to carry out the task in question, | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Is wearing unsuitable clothing, footwear or other personal effects, or | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Does not have adequate or appropriate knowledge or training | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |

This is a guidance document and using the checklist should help you comply with the Regulations. The checklists are non-exhaustive and in no particular order. Further guidance can be found at www.hsa.ie