

Manual Handling Procedure

1. PURPOSE

The purpose of this Procedure is to outline the process to reduce the likelihood of employees and students being injured while involved in manual handling operations.

2. SCOPE

This procedure applies to all Faculties and Departments where manual handling operations are carried out.

3. DEFINITIONS

<p>Manual handling operations</p>	<p>The Regulations apply to the manual handling of loads, i.e. by human effort, as opposed to mechanical handling by crane, lift trucks etc. The human effort may be applied directly to the load, or indirectly by hauling on a rope or pulling on a lever. Introducing mechanical assistance may reduce but not eliminate manual handling since human effort is still required to move, steady or position the load.</p> <p>Manual handling includes both transporting a load and supporting a load in a static posture. The load may be moved or supported by the hands or any other part of the body, for example, the shoulder. Manual handling also includes the intentional dropping of a load and the throwing of a load, whether into a container or from one person to another.</p> <p>The application of human effort for a purpose other than transporting or supporting a load is not a manual handling operation. For example, turning the starting handle of an engine or lifting a control lever on a machine is not manual handling, nor is the action of pulling on a rope while lashing down cargo on the back of a vehicle.</p>
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Load	A load in this context must be a discrete movable object. This includes, for example, not only packages and boxes but also a patient receiving medical attention, an animal during husbandry or undergoing veterinary treatment, and material supported on a shovel or fork. An implement, tool or machine, such as a chainsaw or hammer is not considered to be a load when in use for its intended purpose.
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4. RESPONSIBILITIES

4.1. The Vice Chancellor

On behalf of the Council the Vice-Chancellor has executive responsibility to ensure, that the requirements of the health and safety legislation and the University health and safety policy are complied with. The Vice-Chancellor will ensure that responsibility for health and safety is properly assigned and accepted at all levels within the University.

4.2. Deans, Directors, Heads of Schools and Departments and Research Institute Directors, Managers

are responsible for ensuring that all manual handling operations are assessed and controlled as laid out in this procedure.

5. PROCEDURE

5.1. If possible avoid manual handling operations

If the possibility of injury from manual handling operations is identified when carrying out a general risk assessment as detailed in the Risk Assessment procedure,

http://www.ulster.ac.uk/hr/healthandsafety/Procedures/risk_assessment.pdf

The first thing to consider is whether the manual handling operation can be avoided altogether. This will then mean that a further assessment is not required if the operations can easily be avoided or the appropriate steps to reduce any risk of injury to the lowest level reasonably practicable are obvious.

5.2. Carrying out an assessment of any manual handling operations that can not be avoided

Manual Handling assessments should be carried out for all remaining operations. Assessors are recommended to use the MAC tool which can be accessed on <http://www.hse.gov.uk/msd/mac/>. Assessments must consider the following

- The task
- The load
- The Working Environment
- Individual capability and
- Other factors e.g. the wearing of personal protective equipment

5.3. Provision of mechanical assistance.

Having completed the assessment, it is important to look to see if the risk of injury from those operations can be reduced further, so far as is reasonably practicable. Investigate providing trolleys, rucksacks or hoists, remembering that it may still be necessary to load and unload material into or onto these aids.

5.4. Training

Employees who carry out manual handling as part of their work should attend Manual Handling Skills training. Training records should be kept to show when initial training and subsequent refresher training was received. It is recommended that all university staff attend manual handling skills training.

5.5. Maintenance of Lifting Equipment

If equipment has been purchased to reduce the amount of lifting or lowering of loads that is required, it must be remembered that the Lifting Operations, Lifting equipment regulations require all lifting equipment to be tested annually.

6. REFERENCE DOCUMENTS

The Health and Safety at Work (Northern Ireland) Order (1978)
Manual Handling Operations Regulations (N. Ireland) 1992