

Safe Working Practices:

SWP – 13 Manual Handling

Before doing any type of work you must carry out an assessment of the task to be undertaken. This will include the equipment to be worked on, the task itself, Personal Protective Equipment requirements, the work area and environment, plus the tools and equipment required to carry out the job safely. Consult your team leader if you are not satisfied the job can be carried out in a safe manner.

GENERAL

- 1.0 TMHUK Team Members do not undertake repetitive manual handling tasks as defined by the Manual Handling Operations Regulations 1992.
- 1.1 Their tasks are varied but do involve certain manual handling operations that require safe systems of work.
- 1.2 Due to the difficulty in specifying maximum loads that an individual may be expected to handle, the company has decided to provide general instructions on Manual Handling of Loads. The handling instructions below apply to all manual handling operations.
- 1.3 Instruction and training on manual handling is included in the training course that all TMHUK Team Members are required to attend.
- 1.4 If the load is considered too heavy or awkward to lift safely, do not attempt the lift. Consider whether you need to lift at all, can the job be done another way, is another helper the answer?
- 1.5 Can the load be lightened by the removal of fixtures and fittings?
- 1.6 Is the item free from grease and oil? Is the load wet? Clean the load if necessary to ensure a good grip.
- 1.6 Can the task be mechanised? If yes, adopt a new method.
- 1.7 Make sure that, if the load is to be transported from one area to another, that your passageway is clear. Unseen obstructions cause accidents so your vision should not be impaired by the load.
- 1.8 Never twist from the hips whilst carrying a load, always reposition or realign by movement of the feet.
- 1.9 Make sure that the ground area is sound, non-slippery and smooth enough not to cause tripping or stumbling.
- 1.10 Avoid lifting over shoulder height. Refer to corresponding SWP for Working at Height if required.
- 1.11 Always agree a team leader for teamwork, even if only in pairs. The Team Leader will co-ordinate effort and ensure no one is suddenly left holding an unsupported load.
- 1.12 Do not carry loads any further than is necessary. Bring the work to the load or arrange alternative mechanised carriage.
- 1.13 Where possible, avoid lifting from, and lowering to, the ground. The safest area to lift from is between knuckle height and the shoulders.
- 1.14 Remember, let your legs take the strain, they are by far your strongest muscle group.

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- 1.15 The same general rule applies when pushing or pulling loads. Hand grip should be somewhere between waist and shoulder height, body as straight as possible and use legs not the arms and abdomen to apply force.
- 1.16 When pushing loads, the strongest force can be applied by bracing the back against the object to be moved and pushing with the legs.

PLANNING

2.0 It is important to plan each lift or manual handling task. This is usually done dynamically and is not required to be written down. A good and widely recognised assessment tool is the TILEO method.

Manual Handling TILEO

Task	Does the manual handling task involve any of the following: <ul style="list-style-type: none">• Twisting• Stooping• Bending• Pushing• Pulling• Positioning the load• Sudden movement• Not enough rest or recovery periods• Team handling• Seated work
Individual	Is the person: <ul style="list-style-type: none">• Pregnant• Disabled• Suffering from health problems
Load	Is the load: <ul style="list-style-type: none">• Heavy• Difficult to grip• Sharp• Hot• Cold• Content likely to move
Environment	Within the environment is/are there: <ul style="list-style-type: none">• Space constraints• Uneven flooring• Slippery flooring• Unstable flooring• Difference in floor levels• Conditions – hot, cold or humid
Other Factors	<ul style="list-style-type: none">• Is movement or posture hindered by clothing or personal protective equipment?• Is there an absence of the correct/suitable PPE being worn?



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GOOD LIFTING TECHNIQUE

3.0 The following guidance illustrates some important points which should be applied to manual handling and lifting tasks. It is based upon the principles of 4 key techniques.

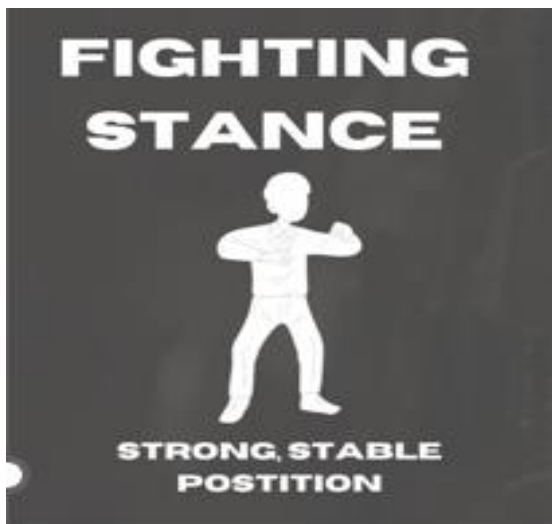
3.1 **Fighting Stance.** Place one foot in front of the other, increase the distance between your feet and unlock your knees.

3.2 **Green Zone.** Always lift in the green zone. The green zone is the area that you have created between your feet when adopting the fighting stance. You should take up the fighting stance so that the load you are required to lift or move is inside the green zone. The area in front of your front foot is considered the red zone. If a load is in your red zone, you should reposition.

3.3 **Lift with Your Big Muscles.** Big muscles are the legs. Legs should be used to initiate the move by pushing down through the ground. Before initiating the move, the weight of the load should be assessed. If the weight is acceptable, take a good grip of the load, unlock the knees and push the ground down with your legs allowing the big muscles to do all the work until in an upright position.

3.4 **Move Your Feet.** Twisting is one of the biggest causes of musculoskeletal injuries, such as Sciatica. The simple way to avoid twisting is to move the feet. Never plant your feet and twist the load into a new position. Move the feet until you are in the correct position to place down or lower the load, and always lower in the green zone. This allows all the work to be done with the big muscles.

3.5 **Be Observant.** Whenever planning your manual handling task, or carrying it out, be observant, pay attention and avoid distractions. You should always have a good view of your route, a load should never impair your vision. Don't be distracted by your phone and be aware of other people moving along your route who may be distracted by their own.





TRAINING

- 4.0 All TMHUK Team Members undertake mandatory manual handling training. Additional and refresher training is also available and should be carried out as appropriate. Manual handling training is refreshed every 5 years.

CHILDREN AND YOUNG PERSONS

- 5.0 See Safety & Environmental Manual procedure “Employment of Young Persons” for precise definitions on children and young persons.
- 5.1 ‘Children’ and ‘Young Persons’ may be allowed to work with tasks involving manual handling subject to the conditions of this procedure and that of any other appropriate SWP. They must be kept under constant one to one supervision of a competent person.
- 5.3 Special attention must be given the physical limitations of young persons, care should be taken to ensure any lifting task set is reasonable, given the age and size of the individual. No precise limits can be set, safe boundaries can only be arrived at subject to job specific risk assessments. Given the nature of our activities, these assessments will only be documented in extreme or very unusual circumstances.
- 5.4 Work must be monitored closely for signs of fatigue. The work must be stopped if tiredness is apparent or before any risk becomes unacceptable.