

Parish Manual Handling Policy

Objective/Intent

This policy is designed to ensure that those who work for the Parish do so in an environment, which, as far as is practicable, minimises them the risk of injury or harm arising from manual handling of heavy and/or awkward objects.

Background

The Parish may from time to time have situations which require manual handling by employees.

It is important that, as far as practicable, each hazard that is likely to arise from manual handling at the workplace is identified, and an assessment is made of the risk of injury or harm to an employee resulting from the hazard identified.

The Parish is also committed to considering the means by which the risk may be reduced or eliminated.

Policy

Definition of manual handling

Any activity requiring the use of force exerted by a person to lift, push, pull, carry or to otherwise move or restrain an object.

Risk factors

The following are potential risk factors:

- Physical movements and actions involved;
- Working posture and position;
- Workplace and work station layout;
- Nature of the load;
- Location of loads and distances moved;
- Duration and frequency of manual handling activity;
- Weights and forces;
- Work Organisation and work environment; and
- Skill, experience and age.

Three steps for safer manual handling.

Spot the hazard	i.e. identify potential hazards of the manual handling tasks; and control the risk through redesign, the use of mechanical handling devices, training, getting someone else to give you a hand etc).
Assess the risk	
Make the changes	

Never attempt a task if you think that it may cause you a manual handling injury. Ask your supervisor/manager for assistance!!

Essential lifting steps

- Wherever possible use a mechanical aid to assist you
- Get additional help if necessary (don't risk it!).
- Plan the lift.
- Check the weight of the load.
- Is the route you are planning to travel free of obstructions?
- Is the place you are planning to put the load free of obstructions?

The key to good lifting is to keep the three curves of your back in their natural position.

- Stand close to the load.
- Place feet apart so as to establish a wider stability base.
- Bend at the knees.
- Pull the load close to your body.
- Get a firm grip.
- Lift smoothly.
- Keep your back straight.
- Let your legs provide the force for lifting.
- Look where you are going.
- Don't twist your upper body when turning, move your feet.
- When depositing the load once again bend at the knees and keep your back straight.