

SAFETY TOOL BOX TRAINING

Manual Handling

TRAINING TOPIC/PROCEDURES/ISSUES SUMMARY		
Manual handling is considered hazardous when movements	<ul style="list-style-type: none"> • Are repetitive or sustained • Involve heavy or awkward weights • Require the use of sudden force • Require sustained or awkward postures • Include exposure to vibration 	
How to avoid and minimise manual handling	<ul style="list-style-type: none"> • Mechanise task where ever possible • Ask for assistance from a colleague • If task if deemed to be unsafe, speak to your manager 	
Warm up before carrying out any manual handling task	<ul style="list-style-type: none"> • Warm up for Work stretches and exercises • Research studies have shown that stretching is an effective way to reduce physical injury. • Taking the time everyday to warm up and stretch will allow you to feel refreshed, increase flexibility and lower your chances of injury. • These are suggested exercises to help minimise and/or relieve muscle strains. Warming up before work or carrying out tasks can minimise the risk of long term injuries only, they do not prevent injuries from occurring. • Basic Warehouse Warm Up & Stretches - YouTube 	
TILE Task, Individual, Load, Environment	<p>Task The manual handling activity. This key area focuses on the tasks to be performed by an employee.</p> <ul style="list-style-type: none"> • It involves the processes and steps needed to perform an activity including appropriate movements such as pushing, pulling, lifting, carrying objects, as well as stooping down or twisting at the waist at any point of the process. • It helps assess the needs to perform the task 	
	<p>Individual The person involved and their capabilities</p> <ul style="list-style-type: none"> • This focuses on each employee's capabilities to carry out the task. • It is important to assess individual attributes such as age, pre-existing health conditions or prior injuries, level of strength, height, and flexibility. 	
	<p>Load Assess the load, or object being moved by considering the; Size, Shape, Surface, Weight.</p> <ul style="list-style-type: none"> • Load assessment does not rely only on its weight but also on other factors as well including size, shape, and surfaces. • These factors can affect balance, object grasp, and handler's view that could make it difficult, even dangerous, to move or transport. 	
	<p>Environment The area of manual handling activity</p> <ul style="list-style-type: none"> • It is vital to check the area of activity, especially in restricted spaces. • An area with an uneven floor can cause trips that may lead to incident and injury. 	

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	<ul style="list-style-type: none"> Other environmental factors such as poor ventilation and weather conditions can also affect the performance of undertaking manual handling. 	
<p>5 Principles of Manual Handling</p>	<p>Here are the 5 principles of manual handling that can be maximized to achieve safer lifting practices in the workplace.</p> <ol style="list-style-type: none"> Plan – Before lifting or transporting an object, ensure to follow TILE in assessing the area. It would help assess if manual handling would involve strenuous activity and long distances for employees to strategize where to rest and recover. Position – Ensure to load the object evenly and use handles to maximize the power of an employee. Establish a good posture with feet about shoulder-width apart and move the centre of the body as close as possible to the centre before lowering to lift the object. Pick – Whenever possible always use two hands when lifting an object and ensure to keep the load and the person's torso aligned and neutral before moving. Keeping a heavy load on the "power zone," an area in the body that is horizontally between shoulders and vertically between the middle of thighs and centre of the chest, helps ensure that the limbs and trunk are not forced into awkward postures to avoid the likelihood of injuries. Proceed – Moving from one place to another should be performed with caution. Employees should ensure that there is a clear view of the travel path and it is unobstructed to avoid tripping while performing manual handling. Place – Do not just drop the load immediately but instead put it down slowly, steadily, and smoothly when reaching the destination to protect employees from unnecessary strain and injury. If possible, locate the area of destination in a convenient place to help manual handlers to maintain their pace. 	