

OFFICE OF OCCUPATIONAL HEALTH AND SAFETY

ISSUE 04

MANUAL HANDLING

JULY NEWSLETTER

WHAT IS MANUAL HANDLING?

Manual handling involves transporting or supporting any load including people and animal and encompasses activities such as lifting, pushing, pulling, and carrying. It also includes repetitive tasks like packing, typing, cleaning, assembling, using hand tools, operating machinery and equipment. Manual handling is a leading cause of workplace injuries and contributes significantly to musculoskeletal disorders (MSDs).

The 5 P's, also known as the 5 Manual Handling Principles to avoid injury, are summarized as follows:

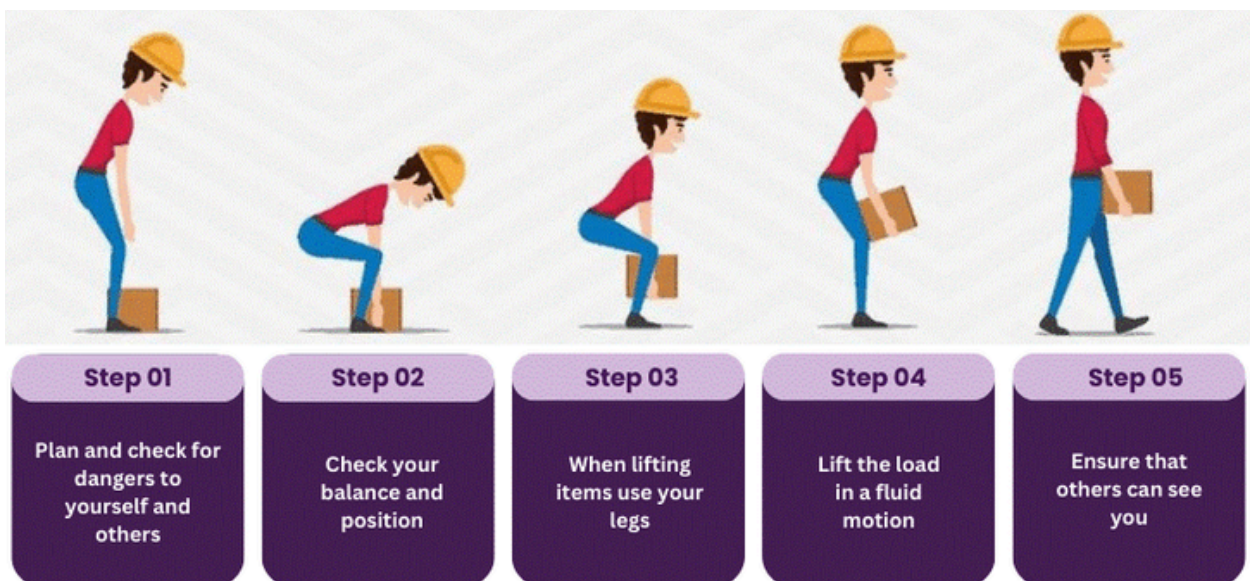
1. Plan – Plan your lift adequately.
2. Position – Center the body & feet correctly.
3. Pick – Lift item using good posture.
4. Proceed – Move toward the desired location.
5. Place -Set object down safely.



RISK FACTORS CAN INCLUDE:

- How often you perform the manual handling task;
- Whether bending, twisting or reaching is involved;
- The weight of the object;
- How far you must carry the load;
- The layout and condition of the workplace;
- Your skill and experience;
- The use of mechanical aids;
- The nature and size of the object.

WATCH ME LIFT CORRECTLY!!!



DANGERS AND CONSEQUENCES OF POOR MANUAL HANDLING

Manual handling often places stress on the back. Injury to the back is more likely and can become a long-term ailment without the correct lifting techniques and posture. Other potential injuries include neck injuries, shoulder injuries, limb and joint pain, strains and sprains, musculoskeletal disorders, hand injuries, and crushing injuries.

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Manual Handling Risk Controls

Elimination

- Reorganise layout of workplace to eliminate carrying, lifting or moving loads

Substitution

- Decrease the weight of the load by splitting it into smaller loads

Engineering Controls

- Use different work practices, lifting equipment or mechanical aids to reduce risk of injury

Administrative Controls

- Change work practices so staff are not overworked and provide training in Safe Lifting & Handling Techniques

PPE

- Provide Personal Protective Equipment like Gloves and Footwear

TOOL USED FOR MANUAL HANDLING ASSESSMENT

The Manual Handling Assessment Charts (MAC) is a tool designed to identify high-risk manual handling activities in the workplace. Employers and safety representatives can use it to evaluate risks associated with lifting, carrying, and team-based manual tasks, helping to understand and categorize risk levels of various known factors.

RESPONSIBILITIES FOR EMPLOYERS



- Provide a safe place to work
- Safe equipment / safe systems
- PPE
- Safety devices
- Training & information
- Supervision
- Emergency plans
- Competent person to examine H&S issues

RESPONSIBILITIES FOR EMPLOYEES



Check yourself before you wreck yourself!

Safety is a Full-Time Job, Don't Make it a Part-Time Practice.