

HS2.23 ISLE OF WIGHT COUNCIL POLICY – MANUAL HANDLING

(REVISED AUGUST 2009)

INTRODUCTION

The Manual Handling Operations Regulations 1992 lay down minimum requirements for securing the health and safety of employees who are required to undertake manual handling tasks at work. The extent of an employer's duty is to avoid manual handling operations, which might involve risk of injury, but where this is not practicable to remove or reduce the risk using risk assessment as a basis for action. In addition to the above, other legislation which is applicable to manual handling includes the Health and Safety at Work Act 1974, the Management of Health and Safety Regulations 1999, and the Provision and Use of Work Equipment Regulations 1998.

This policy should be read in conjunction with the Isle of Wight Council General Health and Safety Policy statement, any Directorate policies and the Health and Safety Training Policy. In order to reduce the number of injuries being sustained by employees and to further managers in complying with the many statutory requirements and associated codes of practice and guidance, this policy has been formally adopted by the Isle of Wight Council.

RESPONSIBILITIES

1. **Strategic Directors and Heads of Service** will be responsible for ensuring that directorate and section policies and procedures are in place and updated annually. These documents will include reference to this policy and state workplace arrangements for risk assessment.
2. **Managers** will be responsible for ensuring that risks associated with manual handling within their work areas are assessed and reviewed where necessary.
3. Where there is a significant risk of injury written assessment forms must be completed by an assessor who will be the workplace manager or person to whom that responsibility has been delegated. These forms will identify levels of risk and remedial action.
4. Where remedial action is identified as part of the assessment the necessary measures must be taken by line managers to remedy problems.
5. Managers will inform the Health, Safety & Welfare Assistance Section of any manual handling accidents or incidents in accordance with Council procedures and the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 completing and returning forms within the specified timescales (See Section 2.02 - Accidents, Diseases and Ill Health Reporting).
6. Workplace managers will ensure that all employees are provided with details of the assessment undertaken for the activities in which they are involved.
7. Managers will consult with workplace Trade Union Representatives about the risk assessment and any remedial action taken. They will also inform them of work changes and assist them by providing relevant information about training, health and safety measures and work planning which may affect their members.
8. In the event of a manual handling accident or incident, managers will carry out an investigation and re-assess the task.
9. Managers/supervisors will ensure that staff consistently use good practices when carrying out manual handling tasks.
10. During staff selection, fitness for the main element of the job will be given top priority where a high degree of risk is associated with the work. A health examination may be necessary to establish fitness levels, appropriate to the manual handling tasks to be undertaken.

11. Managers are required to provide safe systems of work and to develop written procedures and workplace rules which may if required form part of third tier safety policies. These instructions should set out their responsibilities to ensure safe practices in the workplace and be made available to staff.
12. Where staff are required to move people, any assessment should be linked to a care plan or client profile to establish techniques to be employed and identify any particular problems.

LIFTING EQUIPMENT & MANUAL HANDLING AIDS

1. Where manual handling aids are provided workplace managers will ensure that appropriate equipment is purchased, it is safely stored, easily accessible and regularly maintained. (Advice on the suitability of equipment can be obtained from the Health, Safety and Welfare Assistance Section.)
2. Managers will ensure that staff required to use lifting equipment and manual handling aids are adequately trained both on the general dangers as part of their induction, and during a specialist session on specific use in the working environment.
3. Equipment purchased must meet the minimum standards laid down in the Work Equipment Regulations 1998, and the Lifting Operations and Lifting Equipment Regulations 1998. Those responsible for purchasing work equipment and furniture should assess its suitability before purchase. This might include consultation with workplace assessors.

EMPLOYEES DUTIES

1. All staff shall report injuries and incidents which arise as a result of manual handling immediately to their line manager.
2. Staff will ensure that an entry is made in the workplace accident book (BI 510) immediately after the incident and that part 'A' of an employee accident report form is completed and handed to their line manager.
3. Employees are required to use equipment provided for them in accordance with instruction and training given.
4. All employees must comply with any advice, procedures or systems introduced in order to reduce or eliminate risks identified as part of the assessment and to avoid putting themselves at risk.
5. Staff are required to approach any lifting activity by assessment; planning; utilising available aids; getting help if necessary and reporting any difficulties.
6. In order to reduce the risk of back problems in particular, employees are encouraged to maintain a reasonable standard of fitness and to report to their line manager any condition which might affect their ability to carry out manual handling tasks.
7. Clothing which restricts the range of movement and high heeled shoes should be avoided for manual handling activities. Workplace procedures must be adhered to where specific rules exist for footwear and clothing.

EDUCATION AND TRAINING

1. Managers will ensure that those employees delegated the task of undertaking assessments are competent and have received adequate training.
2. Managers will ensure that staff required to use lifting equipment are adequately trained during initial induction on the general dangers and during specialist training sessions on specific use in the workplace. Managers will ensure that all staff has sufficient skill and knowledge to minimise injury and stress exposure, providing training in manual handling techniques and refresher training commensurate with the level of risk.
3. Managers are responsible for assessing the health and safety training needs of staff in relation to manual handling. Training may be needed for work activities, for assessment needs, or so that supervisors can identify unsafe practices. Since many back problems result from activities outside of work such training can be viewed as preventative education, since an accident is likely to have some effect on the workplace should they be absent or return to work with a weakened back.
4. Following any period of sickness absence as a result of a manual handling related accident, managers will ensure that refresher training is provided for the individual and that their progress is monitored.
5. Where further specialist training is concerned, for example moving people, managers will identify needs and make the necessary arrangements for training staff. Managers will give special consideration to the training needs of newly appointed staff, temporary workers and volunteers. Such training should be reinforced by supervised practice.
6. Documentary evidence to substantiate previous training and instruction must be kept for at least 10 years.

ROLE OF INSTRUCTORS

1. All manual handling instructors must be trained to instructor level in basic technique and undergo additional training where specialist lifting is concerned.
2. All instructors are required to keep themselves up to date with legislation, current lifting techniques and availability of aids. Directorate instructors should attend refresher training at not less than 3 yearly intervals.
3. Managers will support directorate instructors by monitoring their activities and allocating sufficient time and resources to enable them to carry out training.

PHSC (IW) staff are able to provide training on all aspects of manual handling.

Manual Handling – Guidance

There is more absenteeism as a result of injuries sustained from manual handling activities than from any other type of accident at work. The most common injuries sustained are strain to muscles in the back and neck, but other injuries can include fractures, sprains, torn ligaments, lacerations and bruising. Sprains and strains arise from the incorrect application and/or prolonged application of bodily force. Poor posture and excessive repetition of movement can be important in the onset of manual handling injuries. Often manual handling injuries are cumulative rather than being attributable to any single handling incident. Back injuries in particular can have a long lasting effect and may be career threatening.

The Management of Health and Safety at Work Regulations 1999 require employers to assess all risks to the health and safety of their employees and anyone else who may be affected by the work activity. The employer can then decide what steps need to be taken to reduce risks. If this general assessment identifies risks from manual handling operations, then the detailed requirements of the Manual Handling Operations Regulations 1992 should be followed. These Regulations together with accompanying guidance provide a framework for reducing risks to employees from manual handling activities. The hierarchy of measures are:-

1. The avoidance of hazardous manual handling operations, so far as is reasonably practicable - this may be done by redesigning the task to avoid moving the load or by automation or mechanisation the process.
2. Making a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided; and
3. The reduction of risk of injury from those operations so far as is reasonably practicable - particular consideration should be given to the provision of mechanical assistance but where this is not reasonably practicable then other improvements to the task, the load and the working environment should be explored.

Although automation or mechanisation may reduce manual handling hazards, they may also introduce new and different hazards of their own. These factors must be taken into account during the assessment. Where any hoist, lift, chain or rope is used for a handling activity, such equipment must be maintained in a safe condition and is subject to certain statutory testing and examination.

The assessment should look at the complete handling activity and take into account all foreseeable factors including the task, the load, the working environment and the individual.

Since the term 'load' includes any object, person or animal and the term 'manual handling operations' covers lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force, virtually all workplaces will have some form of manual handling activity to access.

Managers are responsible for ensuring that risks have been assessed and that up-to-date records of assessments are maintained. They may wish to carry out the task themselves or delegate the assessments to a responsible person. It is essential that any assessment is carried out by a competent person whose abilities should include:

1. An understanding of the regulations
2. A knowledge of the handling operations to be assessed
3. An awareness of human (individual) capabilities and limitations
4. An ability to recommend reasonably practicable solutions
5. A judgement on what constitutes acceptable residual risk.

Since an assessor will need to have a basic understanding of the causes of injury, know how to differentiate between good and bad movement and be aware of a variety of techniques which can be employed in manual handling; it is essential that they receive training in manual handling techniques prior to attending an assessor course. The assessor course will assist them in interpreting the numerical guidelines for assessment, carrying out the assessment, evaluating the level of risk and recommending practical solutions to problems.

There are two assessment forms in use, one for the handling of inanimate loads and one for moving people. Copies of these are included for information purposes only. Assessors should obtain forms for their use from the Health and Safety Section. If managers have delegated assessment tasks they will need to monitor the progress of the assessor and discuss with them any proposed remedial action and ways it can be achieved. The risks to new and expectant mothers should be given special consideration, and both managers and assessors should read section 2.27 of this manual.

As with other risk assessments, staff must be informed of the risks to their health and safety and the preventive measures which should be followed to minimise any risk of injury; and re-assessment will be necessary if there is reason to believe that the original assessment is no longer valid if, for example, an accident occurs.

The Council policy on Manual Handling is included in at the start of this section. Managers should be fully conversant with the content of this document since it places responsibilities on them as well as other members of staff. All employees should be made aware of their duties which are stated in the document as well as those staff who have been trained to act as manual handling instructors.

The Health and Safety Executive have produced a wealth of publications on the subject of manual handling many of which are of particular value to assessors. Every assessor should have access to a copy of the Guidance to the Manual Handling Operations Regulations 1992 (Revised in 1998). Other useful publications include:

"Getting to Grips with Handling Problems"

"Manual Handling - Solutions You can Handle"

"A Pain in your Workplace? - Ergonomic Problems and Solutions"

Manual Handling of Loads: Assessment Checklist HS2.23A (Feb 2005)

Section A - Preliminary:

<p>Task Name:</p> <p>Task description:</p> <p>Load Weight</p> <p>Frequency of lift:</p> <p>Carrying distance (if applicable)</p> <p>Are other manual handling tasks carried out by these operators?</p> <p>Assessment discussed with employees/safety representatives:</p>	<p>Is an assessment needed? (An assessment will be needed if there is a potential risk of injury, eg if the task falls outside the guidelines in Appendix 3 of the Guidance to the regulations)</p> <p style="text-align: center;">Yes/No*</p> <p>* Circle as appropriate</p>
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If 'Yes' continue. If 'No' the assessment need go no further.

<p>Operations covered by this assessment (detailed description):</p> <p>Locations:</p> <p>Personnel involved:</p> <p>Date of assessment:</p>	<p>Diagrams (other information including existing control measures):</p>
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<p>Overall assessment of the risk of injury</p> <p>* Circle as appropriate</p> <p>Make your overall assessment after you have completed Section B</p>	<p>Low/Medium/High</p>
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Section B: Lifting and carrying – more detailed assessment, where necessary

(HS2.23A Feb 2005)

Questions to consider:	If yes, tick appropriate level of risk			Problems occurring from the task (Make rough notes in this column in preparation for the possible remedial action to be taken)	Possible remedial action (Possible changes to be made to task, load, working environment etc. Who needs to be involved in implementing the changes?)
	Low	Med	High		

Do the tasks involve:

• Holding loads away from trunk?					
• Twisting?					
• Stopping?					
• Reaching upwards?					
• Large vertical movement?					
• Long carrying distances?					
• Strenuous pushing or pulling?					
• Unpredictable movement of loads?					
• Repetitive handling?					
• Insufficient rest or recovery?					
• A work rate imposed by a process?					

The loads - are they?

• Heavy?					
• Bulky/unwieldy?					
• Difficult to grasp?					
• Unstable/unpredictable?					
• Intrinsically harmful (e.g. sharp/hot)?					

Questions to consider:	If yes, tick appropriate level of risk			Problems occurring from the task (Make rough notes in this column in preparation for the possible remedial action to be taken)	Possible remedial action (Possible changes to be made to task, load, working environment etc. Who needs to be involved in implementing the changes)
	Low	Med	High		

The working environment - are there:

Constraints on posture?					
Poor floors?					
Variations in levels?					
Hot/cold/humid conditions?					
Strong air movements?					
Poor lighting conditions?					

Individual capability - does the job:

Require unusual capability?					
Pose a risk to those with a health problem or a physical or learning difficulty?					
Pose a risk to those who are pregnant?					
Call for special information/training?					

Section B: Lifting and carrying – more detailed assessment, where necessary

(HS2.23A Feb 2005)

Questions to consider:	Yes/No	Problems occurring from the task (Make rough notes in this column in preparation for the possible remedial action to be taken)	Possible remedial action (Possible changes to be made to task, load, working environment etc. Who needs to be involved in implementing the changes)
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Other factors to consider:

Protective Clothing

Is movement or posture hindered by clothing or personal protective equipment?	Yes/No		
Is there an absence of the correct/suitable PPE being worn?	Yes/No		

Work Organisation

Do workers feel that there has been a lack of consideration given to the planning & scheduling of tasks/rest breaks?	Yes/No		
Do workers feel there is poor communication between managers & employees (eg not involved in risk assessments or decisions on changes in workstation design)?	Yes/No		
Are there sudden changes in workload, or seasonal changes in volume without mechanisms for dealing with the change?	Yes/No		
Do workers feel they have not been given enough training & information to carry out the task successfully?	Yes/No		

Section C – Remedial Action to be taken

(HS2.23A Feb 2005)

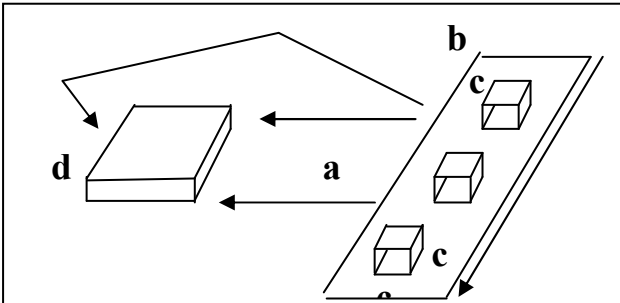
Remedial steps that should be taken, in order of priority	Person responsible for implementing controls	Target implementation date	Completed Yes/no
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
Date by which action should completed:			
Date for review of reassessment:			
Assessor's name:			
Signature:			

TAKE ACTION ... AND CHECK THAT IT HAS THE DESIRED EFFECT

Section A – Example - Preliminary:

<p>Task Name: Conveyor/ pallet loading</p> <p>Task description: Pallet loading: boxes containing coiled wire. Remove them from the conveyor and onto a pallet.</p> <p>Load Weight: 45kg</p> <p>Frequency of lift: 15 lifts / hour</p> <p>Carrying distance (if applicable): 3 m</p> <p>Are other manual handling tasks carried out by these operators? No</p> <p>Assessment discussed with employees/safety Representatives: Yes</p>	<p>Is an assessment needed? (An assessment will be needed if there is a potential risk of injury, eg if the task falls outside the guidelines in Appendix 3 of the Guidance to the regulations)</p> <p style="text-align: center;">Yes</p>
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If 'Yes' continue. If 'No' the assessment need go no further.

<p>Operations covered by this assessment (detailed description): Operator lifts box with hook-grip, from conveyor, which is 50cm above ground, turns, walks 3 m and lowers box onto pallet on the ground. Boxes are piled six height on pallet</p> <p>Locations: Wire factory</p> <p>Personnel involved: One operator</p> <p>Date of assessment: 24 June 2004</p>	<p>Diagrams (other information including existing Control measures):</p> <p>a) Worker c) 45 kg box of wire b) Conveyor d) pallet</p>  <p>Arrows show direction of conveyor belt and worker movements between conveyor and pallet.</p>
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<p>Overall assessment of the risk of injury</p> <p>(Make your overall assessment after you have completed Section B)</p>	<p style="text-align: center;">High</p>
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Section B - Example - Lifting and carrying – more detailed assessment, where necessary

(HS2.23A Feb 2005)

Questions to consider:	If yes, tick appropriate level of risk			Possible remedial action (changes to be made to task, load, working environment etc. Who needs to be involved in implementing changes?)
	Low	Med	High	
Do the tasks involve:				
• Holding loads away from trunk?			✓	Remind operator of need to move feet.
• Twisting?		✓		
• Stooping?			✓	
• Reaching upwards?	✓			Adjust pallet height – review availability of rotating, height adjusting equipment and raise height of conveyor
• Large vertical movement?	✓			
• Long carrying distances?	✓			
• Strenuous pushing or pulling?	✓			
• Unpredictable movement of loads?	✓			Provide better information and instruction. Review mechanical handling equipment to eliminate manual lifting.
• Repetitive handling?	✓			
• Insufficient rest or recovery?	✓			
• A work rate imposed by a process?	✓			
The loads - are they?				
• Heavy?			✓	Review product and customer needs with a view to improving product design.
• Bulky/unwieldy?	✓			
• Difficult to grasp?		✓		
• Unstable/unpredictable?	✓			Provide boxes with handgrips.
• Intrinsically harmful (e.g. sharp/hot)?	✓			

Section B - Example - Lifting and carrying – more detailed assessment, where necessary

(HS2.23A Feb 2005)

Questions to consider:	If yes, tick appropriate level of risk Low Med High			Problems occurring from the task (Make rough notes in this column in preparation for the possible remedial action to be taken) Possible remedial action (Possible changes to be made to task, load, working environment etc. Who needs to be involved in implementing the changes)
The working environment - are there:				
Constraints on posture?	✓	✓		6. Bad posture encouraged by obstructions when full pallets are not removed. Introduce system to ensure full pallets are removed promptly – speak to operations manager.
Poor floors?	✓			
Variations in levels?	✓			
Hot/cold/humid conditions?	✓			
Strong air movements?	✓			
Poor lighting conditions?	✓			
Individual capability - does the job:				
Require unusual capability?		✓		7. Operator has no history of back pain problems but clear signs of sweating and straining Consider job enlargement to introduce variety and allow job recovery time.
Pose a risk to those with a health problem or a physical or learning difficulty?		✓		Monitor to ensure no rushing. Speak to trainer about manual handling course.
Pose a risk to those who are pregnant?		✓		
Call for special information/training?		✓		

Section B - Example - Lifting and carrying – more detailed assessment, where necessary

(HS2.23A Feb 2005)

Questions to consider:	Yes/No	Problems occurring from the task (Make rough notes in this column in preparation for the possible remedial action to be taken)	Possible remedial action (Possible changes to be made to task, load, working environment etc. Who needs to be involved in implementing the changes)
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Other factors to consider:

Protective Clothing

Is movement or posture hindered by clothing or personal protective equipment?	No		
Is there an absence of the correct/suitable PPE being worn?	No		

Work Organisation

Do workers feel that there has been a lack of consideration given to the planning & scheduling of tasks/rest breaks?	Yes	8. Boxes delivered at present rate.	Look at varying delivery rate.
Do workers feel there is poor communication between managers & employees (eg not involved in risk assessments or decisions on changes in workstation design)?	Yes	9. Employees not directly involved in risk assessment process.	Discussion to be held with safety representatives and other workers during identification, and when solutions are decided.
Are there sudden changes in workload, or seasonal changes in volume without mechanisms for dealing with the change?	No		
Do workers feel they have not been given enough training & information to carry out the task successfully?	No		

Section C – Example - Remedial Action to be taken

(HS2.23A Feb 2005)

Remedial steps that should be taken, in order of priority	Person responsible for implementing controls	Target implementation date	Completed Yes/no
1. Safety representatives and employees to be involved in risk assessment process and workstation design.	A N Other	ASAP	Yes
2. Review product design to reduce weight of load and improve grip.	A N Other	July 2004	Yes
3. Review process in light of changes agreed in (1) particularly on customer requirements and transportation.	A N Other	Aug 2004	Yes
4. Seek funding for magnetic lifting aid to help with transfer from conveyor to pallet.	A N Other	Aug 2004	Yes
5. Seek funding for pallet rotating/ height adjustment equipment.	A N Other	Aug 2004	Yes
6. Operator to attend manual handling training.	A N Other	Sept 2004	Yes
7. Raise conveyor height by 35cm.	A N Other	Sept 2004	Yes
8. Ensure full pallets are removed by pallet trucks promptly.	A N Other	Ongoing	Yes
9. Operations manager to ensure no rushing on this job.	A N Other	Ongoing	Yes
Date by which action should completed: <i>30 November 2004</i>			
Date for review of reassessment: <i>15 April 2005</i>			
Assessors name: A N Other			
Signature: A N Other			

TAKE ACTION ... AND CHECK THAT IT HAS THE DESIRED EFFECT

Manual Handling Record HS2.23B

Part One - Personal Care Record

Name:		Date of Birth:			
Physical Condition e.g. diagnosis, weakness etc.		Body Weight / Approx.			
Level of co-operation-	Good	Satisfactory		Poor	
Vision -	Good	Poor	Glasses	Blind	
Level of fatigue -	High	High	Med	Low	
Ability to contribute to the move -	High	High	Med	Low	
Equipment Normally Used	No of carers needed in:-				
Walking Frame	YES / NO	Standing			
Wheelchair	YES / NO	Walking			
High seat chair	YES / NO	Stairs			
Raised toilet seat or frame	YES / NO	Toileting			
Bath aid or hoist	YES / NO	Bathing			
Shower chair	YES / NO	Moving in bed			
Hoist	YES / NO	Transferring			
Other		Access			
<u>FURTHER ASSESSMENT ? YES / NO</u>					
Signature and Job Title		Carers Name		Date	

This form should be completed following any incident involving a carer or any significant change in client ability. Any change in the above must be notified to the HCO using the manual handling re-assessment form which will prompt a re-assessment.

Manual Handling Record

Part Two - Risk Assessment To be carried out by qualified risk assessor. ✓ = Low Risk ✓ ✓ = Medium Risk ✓ ✓ ✓ = High Risk

Does the task involve	Standing	Walking	Stairs	Toileting	Bathing	Moving in bed	Transfer	Comments and Action Plan
Handling at arms length								
Twisting								
Stooping								
Static Posture								
Long carrying distances								
Strenuous pushing/pulling								
Unpredictable movement								
Unusual strength								
Risk to those with health problems								
Requirement of special skill								
In the environment are there:-								
Constraints on posture								
Slippery or uneven floors								
Variations in working levels								
Steamy/wet conditions								
Poor lighting conditions								
Obstructions e.g. rugs etc								
Signature of assessor:								Date:



Section A - Preliminary:

<p>Task Name:</p> <p>Task description:</p> <p>Load Weight</p> <p>Frequency of operation:</p> <p>Push/pull distance (if applicable)</p> <p>Are other push/pull tasks carried out by these operators?</p> <p>Assessment discussed with employees/safety Representatives:</p>	<p>Is an assessment needed? (An assessment will be needed if there is a potential risk of injury, eg if the task falls outside the guidelines in Appendix 3)</p> <p style="text-align: center;">Yes/No*</p> <p>* Circle as appropriate</p>
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If 'Yes' continue. If 'No' the assessment need go no further.

<p>Operations covered by this assessment (detailed description):</p> <p>Locations:</p> <p>Personnel involved:</p> <p>Date of assessment:</p>	<p>Diagrams (other information including existing Control measures):</p>
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<p>Overall assessment of the risk of injury</p> <p>* Circle as appropriate</p> <p>Make your overall assessment after you have completed Section B</p>	<p>Low/Medium/High</p>
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Section B: Pushing and Pulling – more detailed assessment, where necessary

(HS2.23C Feb 2005)

Questions to consider:	If yes, tick appropriate level of risk			Problems occurring from the task (Make rough notes in this column in preparation for the possible remedial action to be taken)	Possible remedial action eg changes to be made to task, load, working environment etc. Who needs to be involved in implementing the changes
	Low	Med	High		

Do the tasks involve:

• High initial forces to get the load moving?					
• High forces to keep the load in motion?					
• Sudden movements to start stop or manoeuvre the load?					
• Twisting manoeuvring of the load into position or around obstacles?					
• One-handed operations?					
• The hands below the waist or above shoulder height?					
• Movement at high speed?					
• Movement over long distances?					
• Repetitive pushing/pulling?					

The loads or object to be moved

• Does it lack good handholds?					
• Is it unstable/unpredictable?					
• Is vision over/around it restricted					

If on wheels/casters, are they:

• Unsuitable for the type of load?					
• Unsuitable for the floor surface/work environment?					
• Difficult to steer?					
• Easily damaged or defective?					
• Without brakes or difficult to stop?					
• With brakes, but the brakes are poor/ineffective?					
• Without a planned inspection & maintenance regime based on a frequency that keeps them in working order?					

Section B: Pushing and Pulling – more detailed assessment, where necessary

(HS2.23C Feb 2005)

Questions to consider:	If yes, tick appropriate level of risk Low Med High			Problems occurring from the task (Make rough notes in this column in preparation for the possible remedial action to be taken)	Possible remedial action eg changes to be made to task, load, working environment etc. Who needs to be involved in implementing the changes
Consider the working environment - are there:					
• Constraints on body posture/positioning?					
• Confined spaces narrow doorways?					
• Surfaces or edges to cause cuts/abrasions/burns to hand or body?					
• Ruttled/damaged/slippery floors?					
• Ramps/slopes/uneven surfaces?					
• Strong air movements?					
• Hot/cold/humid conditions?					
• Poor lighting conditions?					
Individual capability - does the job:					
• Require unusual capability?					
• Pose a risk to those with a health problem or a physical or learning difficulty?					
• Pose a risk to those who are pregnant?					
• Call for special information/training?					

Section B: Pushing and Pulling – more detailed assessment, where necessary

(HS2.23C Feb 2005)

Questions to consider:	Yes/No	Problems occurring from the task (Make rough notes in this column in preparation for the possible remedial action to be taken)	Possible remedial action (Possible changes to be made to task, load, working environment etc. Who needs to be involved in implementing the changes)
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Other factors to consider:

Protective Clothing

<ul style="list-style-type: none"> Is movement or posture hindered by clothing or personal protective equipment? 	Yes/No		
<ul style="list-style-type: none"> Is there an absence of the correct/suitable PPE being worn? 	Yes/No		
<ul style="list-style-type: none"> Are trolleys/carts/floor surfaces poorly maintained/cleaned/repaired? 	Yes/No		
<ul style="list-style-type: none"> Is there a lack of regular maintenance procedures for the equipment? 	Yes/No		

Work Organisation

<ul style="list-style-type: none"> Do workers feel that there has been a lack of consideration given to the planning & scheduling of tasks/rest breaks? 	Yes/No		
<ul style="list-style-type: none"> Do workers feel there is poor communication between users of equipment and others (eg managers, purchasers etc)? 	Yes/No		
<ul style="list-style-type: none"> Are there sudden changes in workload, or seasonal changes in volume without mechanisms for dealing with the change? 	Yes/No		
<ul style="list-style-type: none"> Do workers feel they have not been given enough training & information to carry out the task successfully? 	Yes/No		

Section C – Remedial Action to be taken

(HS2.23C Feb 2005)

Remedial steps that should be taken, in order of priority	Person responsible for implementing controls	Target implementation date	Completed Yes/no
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
Date by which action should completed:			
Date for review of reassessment:			
Assessors name:			
Signature:			

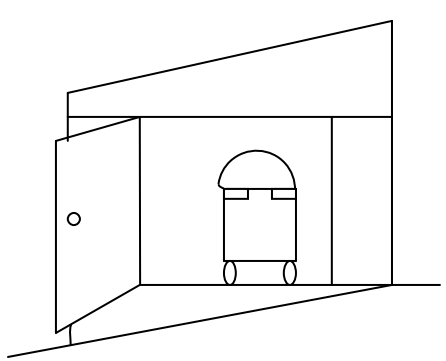
TAKE ACTION ... AND CHECK THAT IT HAS THE DESIRED EFFECT

Pushing and Pulling of Loads – Assessment Checklist (HS2.23C Feb 2005)

Section A - Example - Preliminary:

<p>Task Name: Collecting Bins</p> <p>Task description: Collecting waste paper from computer company using industrial refuse bins.</p> <p>Load Weight: Can exceed 25 kg</p> <p>Frequency of operation: 1 push/ pull every 5 – 10 minutes</p> <p>Push/pull distance (if applicable) Between 2 – 15 metres depending on location of the vehicle</p> <p>Are other push/pull tasks carried out by these operators? No</p> <p>Assessment discussed with employees/safety Representatives: Yes</p>	<p>Is an assessment needed? (An assessment will be needed if there is a potential risk of injury, eg if the task falls outside the guidelines in Appendix 3)</p> <p style="text-align: center;">Yes</p>
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If 'Yes' continue. If 'No' the assessment need go no further.

<p>Operations covered by this assessment (detailed description): Operator leaves vehicle and walks to bin storage area. Operator must then pull fully laden bin from storage area and push/ pull load around vehicles parked in car park outside storage area. Once contents have been removed, bin is pushed/ pulled back, into storage area.</p> <p>Locations: Storage bin area</p> <p>Personnel involved: One operator</p> <p>Date of assessment: 23 January 2004</p>	<p>Diagrams (other information including existing Control measures):</p> 
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<p>Overall assessment of the risk of injury</p>	<p style="text-align: center;">Medium</p>
<p>Make your overall assessment after you have completed Section B</p>	

Section B - Example - Pushing and Pulling – more detailed assessment, where necessary

(HS2.23C Feb 2005)

Questions to consider:	If yes, tick appropriate level of risk Low Med High	Problems occurring from the task (Make rough notes in this column in preparation for the possible remedial action to be taken)	Possible remedial action eg changes to be made to task, load, working environment etc. Who needs to be involved in implementing the changes
Do the tasks involve:			
• High initial forces to get the load moving?			
• High forces to keep the load in motion?	✓	1. Initially the wheels are often difficult to move as they may be inappropriately aligned, the refuse bin may have been unattended for some time, and debris builds up around wheels.	Remind operators to check position and alignment of wheels, and whether there is debris or obstructions which may inhibit their movement. Assess suitability of bins/ wheels for the type of location. Inform customers.
• Sudden movements to start stop or manoeuvre the load?	✓	2. Close parking of cars near refuse bins and restricted space in storage areas leads to pushing and pulling with twisted postures.	Remind operators of importance of clearing suitable path for bins. Review instructions and training on manual handling technique.
• Twisting manoeuvring of the load into position or around obstacles?	✓	3. Difficulties of parking the collection vehicle close to refuse bins.	Review scheduling of collection rounds and information supplied to customers on the positioning of bins.
• One-handed operations?			
• The hands below the waist or above shoulder height?	✓		
• Movement at high speed?	✓		
• Movement over long distances?	✓		
• Repetitive pushing/pulling?	✓		
The loads or object to be moved			
• Does it lack good handholds?	✓	4. Bins are often overfilled. Compact / dense materials (eg computer paper) leads to heavy loads.	Discuss with customer the reasons for bins being overfilled and examine feasibility of providing additional bins.
• Is it unstable/unpredictable?	✓		
• Is vision over/around it restricted	✓		
If on wheels/casters, are they:			
• Unsuitable for the type of load)?	✓	5. Overfilled bins can restrict visibility.	Instruct operators to remove excess content (but warn not to lift awkward or heavy objects) and/ or seek assistance when moving bins.
• Unsuitable for the floor surface/work environment?	✓	6. The four castors make the bin difficult to handle on sloping ground and when moving over long distances.	Review the suitability and practicality of fitting castors with a swivel locking mechanism. Assess design of bins/ handles/ wheel brakes. Ensure handle heights are appropriate.
• Difficult to steer?	✓		
• Easily damaged or defective?	✓		
• Without brakes or difficult to stop?	✓		
• With brakes, but the brakes are poor/ineffective?	✓		
• Without a planned inspection & maintenance regime based on a frequency that keeps them in working order?	✓		

Section B - Example - Pushing and Pulling – more detailed assessment, where necessary

(HS2.23C Feb 2005)

Questions to consider:	If yes, tick appropriate level of risk Low Med High	Problems occurring from the task (Make rough notes in this column in preparation for the possible remedial action to be taken)	Possible remedial action eg changes to be made to task, load, working environment etc. Who needs to be involved in implementing the changes
Consider the working environment - are there:			
• Constraints on body posture/positioning?	✓	7. Storage areas, waste material and obstructions often inhibit the ease with which the bin can be moved.	Review storage area facilities to ensure clear access to bins during pickups.
• Confined spaces narrow doorways?	✓		
• Surfaces or edges to cause cuts/abrasions/burns to hand or body?	✓		
• Rutted/damaged/slippery floors?	✓	8. A marked step between doorway frame and the ground outside the store room terrain is uneven and has a noticeable camber.	Make customers aware of difficulties and seek to improve access, particularly outside the store room.
• Ramps/slopes/uneven surfaces?	✓		
• Strong air movements?	✓	9. Variable weather conditions and hazardous terrain. Special problems during snow/ ice.	Ensure operators have appropriate footwear and protective equipment/ clothing, particularly for adverse weather conditions.
• Hot/cold/humid conditions?	✓		
• Poor lighting conditions?	✓		
Individual capability - does the job:			
• Require unusual capability?	✓	10. Those suffering from musculoskeletal and respiratory complaints are likely to encounter difficulties when they carry out the work.	Review training to ensure that operators are aware of the risks. Ensure employees are given suitable induction training and appropriate systems for reporting complaints are in place.
• Pose a risk to those with a health problem or a physical or learning difficulty?	✓		review procedures for return to work following health problems.
• Pose a risk to those who are pregnant?	✓		
• Call for special information/training?	✓		

Section B - Example - Pushing and Pulling – more detailed assessment, where necessary

(HS2.23C Feb 2005)

Questions to consider:	Yes/No	Problems occurring from the task (Make rough notes in this column in preparation for the possible remedial action to be taken)	Possible remedial action (Possible changes to be made to task, load, working environment etc. Who needs to be involved in implementing the changes)
Other factors to consider:			
Protective Clothing			
<ul style="list-style-type: none"> Is movement or posture hindered by clothing or personal protective equipment? 	No		
<ul style="list-style-type: none"> Is there an absence of the correct/suitable PPE being worn? 	No		
<ul style="list-style-type: none"> Are trolleys/carts/floor surfaces poorly maintained/cleaned/repaired? 	Yes	11. Refuse collectors have a tendency not to report problems	Review reporting procedures to actively encourage the reporting of breakage/ failure of refuse bins.
<ul style="list-style-type: none"> Is there a lack of regular maintenance procedures for the equipment? 	Yes	12. When a problem is reported, it is not always apparent that action is taken.	Implement a formal method to document problems and review maintenance procedures.
Work Organisation			
<ul style="list-style-type: none"> Do workers feel that there has been a lack of consideration given to the planning & scheduling of tasks/rest breaks? 	No		
<ul style="list-style-type: none"> Do workers feel there is poor communication between users of equipment and others (eg managers, purchasers etc)? 	Yes	13. Refuse collectors feel that they are not consulted about good features of bin design that aid handling tasks.	Review procedures for facilitating discussions between user and equipment purchasers.
<ul style="list-style-type: none"> Are there sudden changes in workload, or seasonal changes in volume without mechanisms for dealing with the change? 	No		
<ul style="list-style-type: none"> Do workers feel they have not been given enough training & information to carry out the task successfully? 	No		

Section C - Example - Remedial Action to be taken

(HS2.23C Feb 2005)

Remedial steps that should be taken, in order of priority	Person responsible for implementing controls	Target implementation date	Completed Yes/no
1. Discuss and agree with customers improvements to ground directly outside storage areas.	A N Other	20 February 2004	Yes
2. Discuss and agree with customers appropriate steps to prevent overfilling of bins – review its effectiveness.	A N Other	25 February 2004	Yes
3. Review storage facilities to improve ease of access to bins and discuss with customers arrangements for good housekeeping practices.	A N Other	28 February 2004	Yes
4. Operators to attend relevant manual handling training course.	A N Other	25 March 2004	Yes
5. Instigate a reporting procedure to encourage workers to report problems. Ensure that a system of works is in place to address and monitor these problems.	A N Other	30 March 2004	Yes
6. Review refuse bin design to ensure that it is most suited to customer needs and handling requirements, eg size and shape in view of waste contents, wheel castor design characteristics. Seek funding to replace/ modify bin design, if required.	A N Other	25 April 2004	Yes
7. Ensure the provision of suitable clothing and footwear.	A N Other	30 April 2004	Yes
8.			
9.			

Date by which action should completed: 31 May 2004

Date for review of reassessment: 15 December 2004

Assessors name: A Other

Signature: *A N Other*

TAKE ACTION ... AND CHECK THAT IT HAS THE DESIRED EFFECT