# SSM 83 – MANUAL HANDLING

Manual handling is any activity involving the use of muscular force (or effort) to lift, move, push, pull, carry, hold or restrain any object, including a person or animal. It covers more than lifting heavy weights and affects more than the back. Manual handling also includes the repetitive activity seen in assembly work; the sustained muscle exertion required to restrain or support a load; and the effort needed to maintain the fixed postures that occur in the back and neck while typing. Injuries often occur due to wear and tear, accumulated from frequent periods of manual handling activity that stress the body, such as repetitive work or heavy lifting. The effects of these injuries often become more disabling as workers become older.

Poor manual handling practice is one of the most common hazards confronted by people in all workplaces. No industry or workplace is free from manual handling hazards. However, the degree of risk differs significantly from one workplace to another and from one activity to another. Manual handling seldom kills or disfigures anyone, but the injuries that occur, although invisible, are often disabling, long term and costly.

*WHO SHOULD ATTEND?*

It is recommended for anyone dealing with health and safety responsibilities, for example, managers, supervisors and employee representatives, to carry out their duties at work and more effectively and to protect the organisations for which they work.

*COURSE CONTENTS*

## Session 1 – Manual Handling at Work

- What is Manual Handling?
- Who is at Risk?
- Legal Requirements
- Assess the situation adequately
- Minimize the risks

## Session 2 – Identifying the hazards

- Observe the works in progress and get the employees' feedback
- Assessing the risks: actions and movements
- Check the layout and design of the workplace
- Examine postures and positions
- Weights and forces involved

## Session 3 – Controlling the Risks

- What can be changed?
- Putting ideas into action
- A management systems approach to reduce risk
- Risk factor checklist