

Moving and Positioning – Handout

Manual Handling is the transporting or supporting of a load by hand or by bodily force. This involves:

Lifting, Carrying, Pushing, Pulling, Rolling, Moving and Supporting.

Legislation

Enabling Act

Health and Safety at Work etc Act 1974

Places responsibility on employers and managers of organisations for health, safety and welfare of employees

Regulation

Management of Health and Safety at Work Regulations 1999

Places responsibility on employers to assess risks, provide safe systems of work, record keeping and identify responsibilities within the workplace.

Dip in and outers.
You only refer to these when you need to

Manual Handling Operations Regulations 1992

Employers are specifically required to assess risks from manual handling.

Step 1 – Avoid

Step 2 – Assess

Step 3 – Reduce risks

Reporting Injuries Diseases and Dangerous Occurrences Regulations 1995

Requires employers to record and report specific incidents that occur in the workplace to the regulatory body.

Lifting Operations and lifting equipment regulations 1998

Regulates the use of equipment that is used for lifting people and inanimate objects. Only trained individuals should use such equipment.

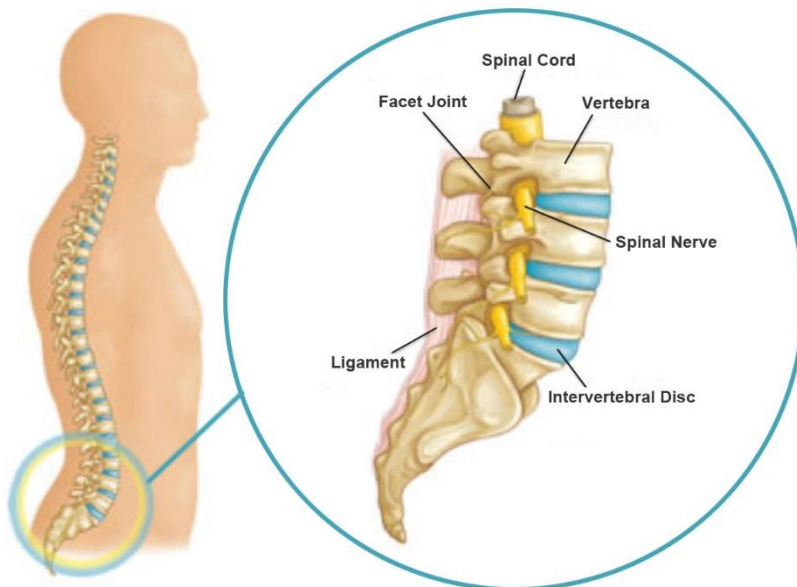
Provision and use of work equipment regulations 1998

Requires appropriate equipment to be provided where necessary and that such equipment is maintained and fit for purpose.

Codes of practice. These are guidelines published by governing bodies

The body and what can go wrong

The spine is a column of 33 vertebrae. The upper 24 are separated by intervertebral discs which act as shock absorbers and prevent the bones (vertebrae) from wearing each other away. Over time tiny micro tears can occur in the fibrous part of the discs. These are dangerous because we don't feel or know that this is happening. These micro tears can become deeper until the inner jelly like substance (annulus) prolapses and presses onto the spinal cord (prolapsed or slipped disc). To prevent musculoskeletal injury we need to adopt neutral posture as much as possible and keep the curves of the spine in the position they should be.



Running through your spine is the spinal cord. This is the centre of your nervous system. Injury to the spinal cord can result in loss of movement, incontinence, paralysis or even death.

Functions of your spine:

- Protection of the spinal cord
- Support
- Movement
- Attachment (your vertebrae in you thoracic curve are attached to your ribs)

Always see a doctor if you have any of the following with back pain:

- Feel ill with a temperature
- Feel numb or have pins and needles in both legs, around the genitals, anus and tops of thighs
- Both of your legs feel weak or you are unsteady with back pain
- The pain continually gets worse for no apparent reason.

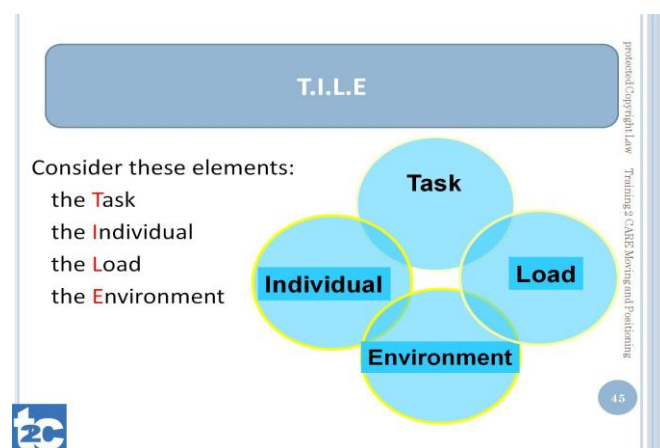
Risk Assessment

Risk assessments need to be carried out on any hazard in the workplace. The assessment should be based upon experience of the task and in consultation with employees. The Manual Handling Operations Regulations 1992 state that the following approach should be taken with **ANY** manual handling task:

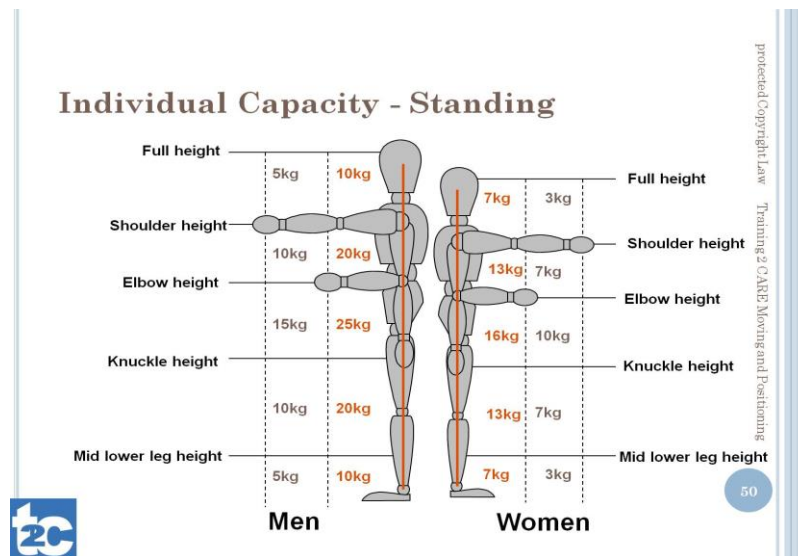
- 1) Avoid – If possible avoid the manual handling activity
- 2) Assess – Any manual handling activity should be risk assessed
- 3) Reduce risks – The risk assessment should identify methods to reduce the risk to the lowest reasonable practicable level

Provide instruction, training and supervision to all staff involved with manual handling.

Remember the TILE approach to risk assessment:



Individual recommended lifting capacity (for inanimate objects)



Reminders for practical techniques:

- Walking frames are not standing aids and should not be used as such
- Ask for consent before undertaking any technique that involves moving a person
- Use good communication skills at all times
- Know your limitations and do not take risks
- Ask for help if you need to
- Slings for hoists should be correctly fitted before raising the boom of the hoist.
- Selection of the size of the sling and the loops to use should be identified within the individual risk assessment.
- Promote dignity and respect at all times whilst moving and positioning.
- Check any equipment before use.
- Do not attempt any controversial techniques such as the drag lift especially when safer methods of transfer have been identified.
- When working in pairs always agree who is taking control of the move
- Agree the command ready, steady and stand (or other action word) rather than counting before the manoeuvre.
- Follow safe systems of work as laid down by your employer.

