

NDCN Safety Policy 003: Manual Handling

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2) Introduction

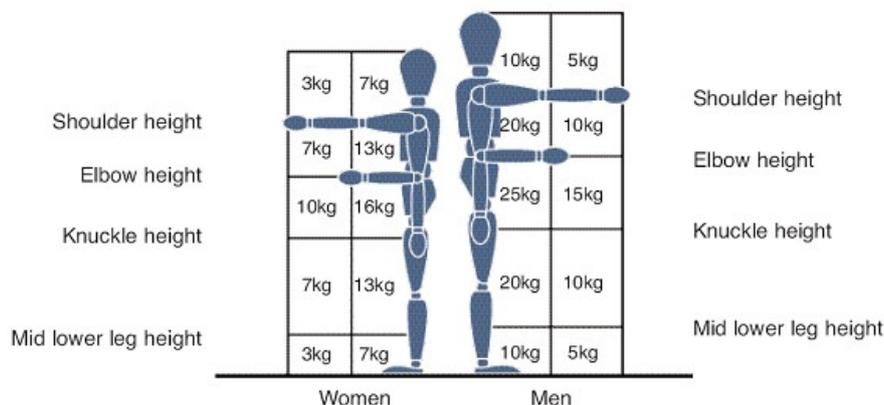
Work-related musculoskeletal disorders (MSDs), including manual handling injuries, are the most common type of occupational ill-health in the UK.

This document set out the standards related to Manual Handling Operations (MHO) and are in compliance with the University Policy Statement (UPS) S7/99 Manual Handling Operations Regulations¹

Where manual handling operation are identified, it is the responsibility of the Supervisor to ensure a suitable manual handling risk assessment has been drawn up to mitigate risks. NDCN has nominated a Manual Handling Assessor in order to support supervisor with this task.

3) Identifying Manual Handling Operations

Any handling of weights that exceed the guideline in the HSE graph below² must then be risk assessed, the Deputy Safety Officer who acts as Manual Handling Assessor will be able to help and advise: Maen Bazo, maen.bazo@ndcn.ox.ac.uk.



This guideline weights below assume that the load is grasped with both hands and that the operation takes place in reasonable working conditions, with the lifter in a stable body position.

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See also University of Oxford Safety Policies: S7/99

Other elements to take into account are if twisting, pushing and pulling occur as they represent significant risk depending on the load. If those activities take place then the following must also be taken into account:

- Reduce the guideline weight if the handler twists to the side during the operation. As a rough guide, reduce them by 10% if the handler twists beyond 45°, and by 20% if the handler twists beyond 90°.
- As a rough guide, reduce the weights by 30% if the operation is repeated once or twice per minute, by 50% if the operation is repeated five to eight times a minute, and by 80% where the operation is repeated more than 12 times a minute.
- Pushing and pulling: if weight guidelines in the table below are exceeded then Supervisors must ensure a suitable risk assessment is in place.

	Men	Women
Force to stop or start the load	20 Kg	15 Kg
Sustained force to keep the load in motion	10 Kg	7 Kg

4) Manual Handling Risk Assessment

1. Supervisor is to assess the operation with the support of the Manual Handling Assessor.
2. The assessment will take into account the load, the individual, the task and the environment and record findings in the NDCN_RA_016 Manual handling risk assessment template.
3. The following hierarchy of control will be applied:
 - a. *Avoid, so far as is reasonably practicable, the need for manual handling.*
 - b. *Reduce the load risk by using lighter weights or more stable containers.*
 - c. *Reorganise the activity or environment to further reduce the impact on the individual(s).*
 - d. *Utilise mechanical lifting aids or equipment.*
 - e. *Ensure appropriate rest breaks, job rotation and training is involved.*
 - f. *Provide personal protective equipment (e.g. gloves, foot protection, non-slip footwear)*
4. The risk assessment must then be signed off by the supervisor and acknowledged by all users.
5. The supervisor of the work must monitor that staff, students and visitors use control measures appropriately and that users have been trained suitably.

5) TRAINING

The Safety Office runs an introductory course on manual handling and safe lifting techniques³, anyone identified as carrying out manual handling operations must attend this course.

Training on lifting aids is also required, this is arranged locally with the Facilities Manager where required (hydraulic lift table, sack truck, lifting platform).

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See also University of Oxford Safety Policies: S7/99

6) References

¹University Policy Statement S7/99 Manual Handling Operations Regulations 1992

<https://safety.web.ox.ac.uk/manual-handling>

²Individual weight limit guidelines from the HSE

<http://www.hse.gov.uk/pubns/indg143.pdf>

³Manual Handling training course

<https://cosy.ox.ac.uk/accessplan/LMSPortal/UI/Page/Courses/book.aspx?courseid=SAFE00009>