



MANUAL HANDLING

A TUC SHORT COURSE: 2006-07

Manual Handling – A TUC Short Course

Your name

Address _____

Tel _____

E-mail _____

Union _____

Workplace _____

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Publisher's note

1. TUC Education has done its best to ensure that all legal references and extracts quoted in these short course materials were accurate at the time of writing. However, health and safety law and practice are evolving all the time and participants should not rely on these materials as an authoritative statement or interpretation of health and safety law. If you are in any doubt about where you stand legally, seek the advice of your trade union, the Health and Safety Executive or a qualified legal professional.
2. Throughout these course materials there are many references to useful web pages. Although all links were checked for accuracy some may expire over the life of this edition. In such instances participants may be able to find the information they need by going to the root website and navigating from there.

Acknowledgements

- The Manual Handling short course materials have been prepared for TUC Education by Peter Kirby. In developing these materials Peter has drawn upon a wide range of TUC health and safety material and other sources acknowledged below.
- The use of manual handling materials from the HSE.

Pre-Course Activity

We want to ensure that the TUC Manual Handling course you will be attending is useful for you and your members. Please try and take some time before the course to make a note of:

- your members' awareness, and main concerns about manual handling at work
- examples of injuries caused by manual handling at work
- any successes you or your union has had in tackling problems with manual handling
- problems you or your union has had in dealing with manual handling
- employer/management action on implementing the Manual Handling Operations Regulations 1992 (as amended in 2002)
- whether the HSE manual handling assessment tool (MAC) www.hse.gov.uk/msd/mac/index.htm is being used by the employer/management in your workplace

Also try to bring along the following documents:

- information about any manual handling tasks that your members are involved in
- management policies, procedures and risk assessments on manual handling
- management accident and incident statistics concerning manual handling and results of investigations
- any information you have had from your trade union on manual handling

Don't worry if you cannot get hold of all the information: you will still benefit from this course.

Activity Introductions

Aims

This activity will help us to:

- get to know more about each other
- share our first thoughts about the course
- practise interviewing, listening and note-taking skills

Task

Work with another person on the course (preferably someone you don't know). Use the checklist below to find out some information about them.

- ✓ Name
- ✓ Union and their position(s) in the union
- ✓ Workplace and the job they do
- ✓ How many members they represent
- ✓ Other union courses they have done
- ✓ Initial thoughts on what they want to get out of the course and how the course should be run.

Report back

You will be asked to introduce your partner to the rest of the course

How the course will work

Those of you who have attended TUC courses before know that they aim to be practical and to help you develop your knowledge, confidence and skills. The TUC Manual Handling short course follows the same principles which include:

- Learning by doing - you learn far more by doing something yourself
- Collective work - work in small groups with regular reporting back
- Action at work - close links between you and your members
- Work on real problems – hazards, experiences and problems faced by members of the course
- Activities - specific tasks that you and other course participants undertake during the course
- Course file - a record of your work on the course. This is useful for a future reference point back at your workplace, and accreditation purposes

Course aims

You will have an opportunity to comment on the course aims and sample programmes which are reproduced below. They are based upon the TUC's assessment of the needs of health and safety representatives. Your tutor will also draw your attention to the learning outcomes and assessment criteria for the course (Manual Handling) that has been accredited by the National Open College Network.

The course should help trade union health and safety representatives to:

1. understand the relationship between hazard and risk in manual handling
- understand the relevant regulations and their application in the workplace
 - use a systematic approach to dealing with manual handling issues in the workplace

Different experience of safety reps on this course

Some safety reps attending this short course may have a lot of experience in tackling manual handling problems from their workplace, trade union, and health and safety courses. Some other safety reps attending this short course may have less experience and have come on the course to understand and apply the basic principles. Whatever our experiences, it is important that we work together so that everybody can get the most out of the course, apply it in the workplace and gain NOCN credits for their learning.

The TUC has produced activities and resources in this short course pack that can be used in entirety or selectively to suit your needs. In addition, your tutor may introduce new activities to suit your needs.

Course programme

The course can be organised in a variety of ways. For example, it can be run as a three day course on a day release basis using the example programme on the next page.

Example: 3 day short course with workplace activities

PRE-COURSE ACTIVITY			
DAY	AM	PM	ACTION
1	<ul style="list-style-type: none"> • Introductions, aims, agenda setting & how the course will work • Reviewing experience • What is manual handling? 	<ul style="list-style-type: none"> • The law and manual handling • Preparation for Workplace Activity 	Workplace activity – <ul style="list-style-type: none"> • Hazard Mapping and priorities
2	<ul style="list-style-type: none"> • Report on Hazard Mapping and priorities • Avoidance of manual handling • Manual handling risk assessment 	<ul style="list-style-type: none"> • Using and HSE assessment tool • Evaluating manual handling procedures • Preparation for Workplace Activity 	Workplace activity – <ul style="list-style-type: none"> • Manual handling policies
3	<ul style="list-style-type: none"> • Policies for manual handling • Negotiating a policy • Manual handling accidents and injuries 	<ul style="list-style-type: none"> • Trade union strategy, action planning and steps that need to be taken • Learning opportunities • Course evaluation • Accreditation 	<ul style="list-style-type: none"> • Report back to members, unions & employer • Action in the workplace • Further training

Course guidelines

Equal opportunities are an integral feature of any TUC course. It is important that we identify rules for the course that incorporate equal opportunities principles. Your tutor will ensure that course guidelines are set collectively by the course participants.

Jargon list

During the course you might come across terms that you are unfamiliar with. It is useful to keep a jargon list so that people can check what words, phrases and abbreviations mean or what they stand for. If anyone (including the tutor) uses a word, phrase or abbreviation you are not familiar with then say so. The word, phrase or abbreviation and the meaning can then be written on the jargon list.

Your tutor's role

Some of the things your tutor will be doing are:

- helping to organise the work, by suggesting tasks and ways of working
- organising resources, including basic information, internet access where possible, publications, and photocopying facilities, to help the course work
- giving advice and support
- leading some discussions and summarising key points
- giving guidance on the preparation of work for accreditation

Record of achievement

If you have previously attended a TUC Course, you will be familiar with accreditation of your learning by the National Open College Network. If you have not, your tutor will explain the basic principles.

An Achievement Record for the TUC Manual Handling short course is provided below. Your course file will normally contain the evidence of your learning.

Action at work

As the course is a practical one, there will be a number of matters that arise where you will need to take some action at work and in your union. It is useful to keep a record of what needs to be done, and when you need to do it.

Progression

As a trained and experienced safety rep you will be skilled and valued by your members. Good employers will appreciate a safety rep who knows what they are doing and can represent members effectively. But your training and development needs won't stop at the end of this short course. And so as a part of your action planning at the end of the course, you will have the opportunity to think about what you need to do after the course has finished. Your tutor will give you details of other TUC core and short courses.

NAME _____

UNIT TITLE: Manual Handling (3 credits)

LEARNING OUTCOMES The learner should be able to	LEVEL 2 The learner has achieved the outcome because s/he can	LEVEL 3 The learner has achieved the outcome because s/he can	EVIDENCE	LOCATION
1. Understand the relationship between hazard and risk in manual handling	1.1 Explain the term 'manual handling', giving examples of jobs to which it applies 1.2 Undertake a simple risk assessment that shows how hazard and risk are related	1.1 Analyse the term 'manual handling' in relation to own workplace 1.2 Identify a manual handling hazard and evaluate the risk		
2. Understand the relevant regulations and their application in the workplace	2.1 Identify the key points of the appropriate regulations 2.2 Explain how they apply to certain groups of workers in a workplace	2.1 Identify the key points of the appropriate regulations 2.2 Assess the application of the regulations in the workplace		
3. Use a systematic approach to dealing with manual handling issues in the workplace	3.1 Produce a plan for dealing with a manual handling problem in the workplace	3.1 Draw up a plan that identifies actual and potential manual handling problems and make recommendations for improvements		

KEY: WS=Work Sheet TO/PO=Tutor/Peer Observation SS=Summary Sheet P=Plan O=Other

NB You do not need to write in more than 2 occasions in the Evidence column e.g. first piece of evidence, best piece of evidence

Level achieved _____

Date _____

Signed: Tutor _____ Learner _____

OCN CODES: L2 AJ3/2/QQ/056 L3 AJ3/3/QQ/052

Activity Agenda setting for manual handling

Aims

To help us to:

- think about what we already know about manual handling
- decide what will be helpful for us to do on this short course

Task

In your small group, discuss your knowledge and experience of manual handling and what it will be helpful for you to cover on this short course. Some of the things you might consider are:

- legal requirements that you would like to find out about/revise/revisit
- safety reps' rights in relation to manual handling risk assessments and making sure that safety reps are more involved
- problems/issues to do with manual handling that occur in your workplace and that you would like to tackle
- improving manual handling procedures, policies and risk assessments
- items about manual handling that were not addressed on previous courses that you attended
- other matters

Make a list of the priorities that you would like to address.

Report back Elect a spokesperson to report back

Activity Reviewing experience

Aims

To help us to:

- share experiences
- identify concerns
- find out what's happening in different workplaces

Task

In your group prepare a short report on:

1. Members' awareness and main concerns about manual handling at work
2. Examples of injuries caused by manual handling at work
3. Any successes and problems you've had in dealing with manual handling problems
4. Management action under the Manual Handling Operations Regulations 1992 (as amended in 2002)
5. Information you have gathered about manual handling

Report back

Elect a member of your group to report back to the rest of the course

Resources

- Pre-course activity
- Your experience
- Documents from your union or management

<i>Assessment criteria</i> <i>Manual Handling: 1.1 & 1.2</i>

Activity What is manual handling?

Aims

To help us to:

- define manual handling
- analyse manual handling in relation to our workplaces

Task

In your small group:

- 1 Using your own knowledge and information that you gathered from the pre-course activity, discuss and agree a definition of 'manual handling'
- 2 Use the worksheet on the next page to analyse the jobs and tasks involving manual handling in your workplaces

Report Back Elect a spokesperson to report back.

Resources

- Pre-course Activity
- Fact Sheet 1 below
- Regulation 2(1), the Manual Handling Operations Regulations 1992 (as amended in 2002)

Worksheet: Jobs involving manual handling

Job	List tasks in the job	Analysis of the tasks that involve manual handling

Fact Sheet 1: What is manual handling?

According to the Manual Handling Operations Regulations 1992 (as amended in 2002): “Manual handling operations means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force.”

Manual handling therefore means more than simply lifting or carrying something. The term is used to describe activities including lifting, lowering, pushing, pulling, carrying, moving, holding or restraining an object, animal or person. It also covers activities that require the use of force or effort such as pulling a lever or operating power tools.

If manual handling tasks are not carried out safely then there is a risk of injury. Manual handling injuries can occur almost anywhere, when people are at work or at home. Heavy manual labour, awkward postures and previous or existing injury can increase the risk.

It is impossible to say if one particular load is safe to lift or to set general weight limits for manual handling. Things like:

- individual capability
- the nature of the load
- environmental conditions
- training
- work organisation and
- other factors

all have an effect on the risk.

The effects of manual handling

According to the HSE, musculoskeletal disorders (MSDs) are the most common cause of occupational ill health in Great Britain, currently affecting 1.1 million people a year and costing society £5.7 billion. MSDs affect the muscles, joints, tendons and other parts of the musculoskeletal system. In the 2004 TUC Safety Representatives Survey, safety representatives identified MSDs as a major problem. Back strains were identified by 35% of all safety representatives, Repetitive Strain Injuries (RSI), by 40%, while 13% identified handling heavy loads. Back strains caused particular problems in the health service (59%), and distribution, hotels and restaurants (56%).

More than a third of all reported injuries to the HSE which result in someone being off work for more than three days are caused by manual handling. A recent union survey has found back pain is far more common and affects a wider group of people than previously thought – with sedentary work one of the causes. An online poll carried out for the physiotherapists' union CSP found that two thirds of the population (68%) were struck down with back pain at least once in the previous 12 months. A third of those affected experienced a “shocking” five or more episodes over the course of the year. Most sufferers

said their back pain lasted between one and three days, but for one fifth the pain is ongoing. It says people of all ages are affected.

The hazards from manual handling are responsible for a heavy toll of suffering, much of it endured in silence and never fully reported. Thousands of workers have to leave their jobs each year, thousands more stay on only to suffer further. If a job feels uncomfortable then it is probably doing harm. The aim should be to fit the job to the worker, not the other way round.

Activity The law and manual handling –Manual Handling Operations Regulations 1992 (as amended in 2002)

Aims

To help us to:

- analyse the legal requirements for manual handling
- assess the application of the Regulations in your workplace

Task

In your small group:

1. Look at the risk assessment requirements in the Manual Handling Operations Regulations 1992 (as amended in 2002). Analyse the key legal requirements using the resources that are listed below
2. In your workplace, identify areas of good practice and/or areas for improvement

Report

Back

You may find it helpful to use the worksheet below to record your findings. Photocopy it for all the other participants. Elect a spokesperson who will be asked to explain some of the key points

Resources

- Pre-course activity
- Fact Sheet 2 below
- HSE guidance literature
- Chapter 32, TUC Hazards at Work – organising for safe and healthy workplaces
- Other resources from your Trades Union Studies Centre/Tutor

Assessment criteria – Manual Handling

Level 2: 2.1 & 2.2

Level 3: 2.1 & 2.2

Worksheet: Legal Standards for manual handling

Legal Standard and source	Current workplace practice	Good practice and/or improvements needed

Fact Sheet 2

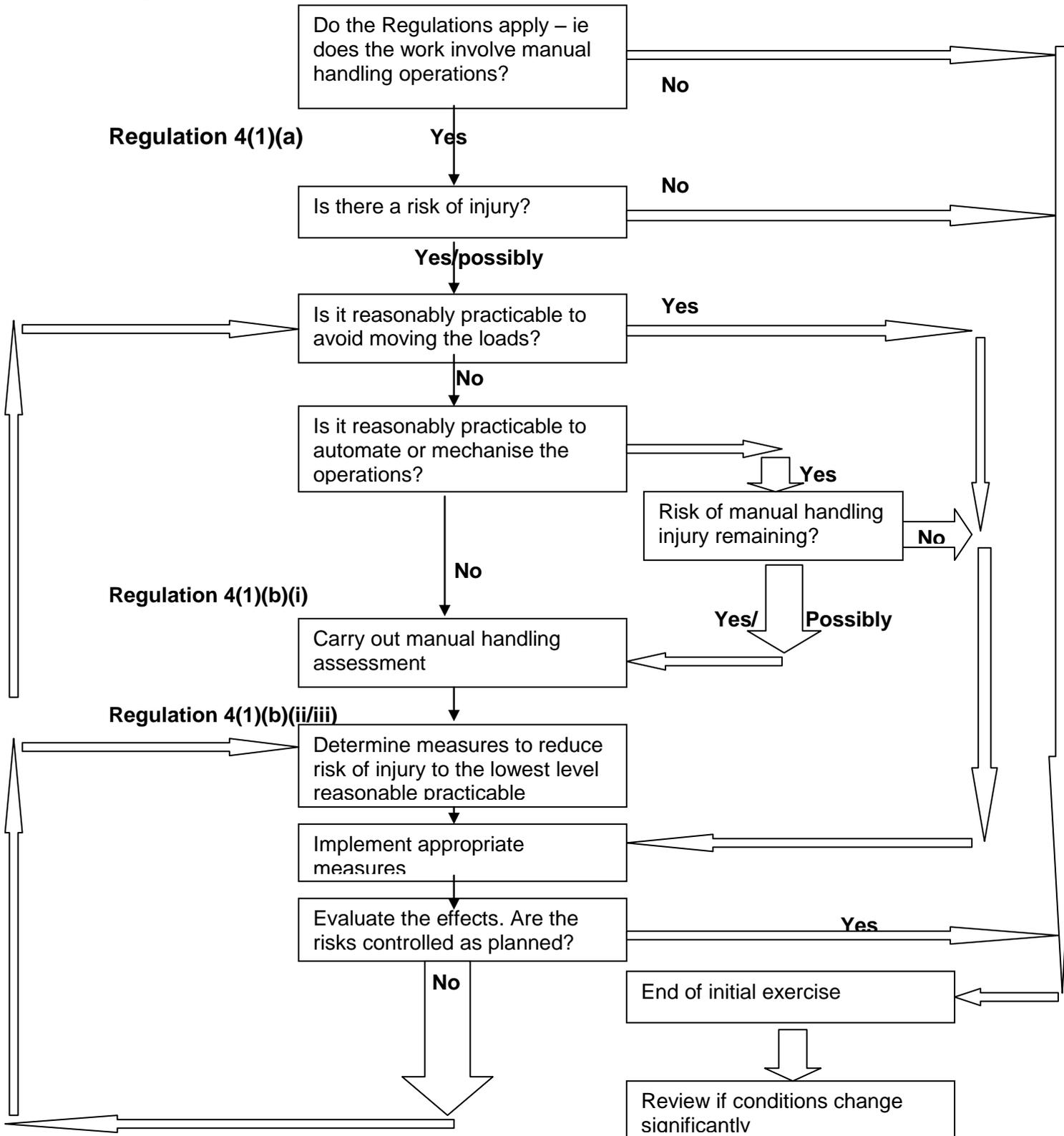
The Manual Handling Operations Regulations 1992

The Manual Handling Operations Regulations came into force on 1 January 1993. Amendments to the Regulations were made in 2002 and updated Guidance was published by the HSE in November 2004.

Before looking at the Regulations in detail, the next page reproduces an HSE flow chart which shows an overview of how the Regulations should be implemented by employers.

Manual Handling Operations Regulations Flow Chart

Regulation 2(1) (Reproduced from HSE Guidance)



Interpretation (Regulation 2)

- a load includes any person and any animal
- manual handling operations means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force

Employers' duties (Regulation 4)

Regulation 4(1) establishes a clear hierarchy of measures that employers must follow which are explained in detail below.

- **Regulation 4(1)(a)** Avoidance of manual handling: so far as is reasonably practicable, avoid the need for employees to undertake any manual handling operations which involve a risk of injury.
- **Regulation 4(1)(b)(i)** Assessment of risk: where it is not reasonably practicable to avoid the need for employees to undertake any manual handling operations which involve a risk of injury, to make a suitable and sufficient assessment of manual handling operations. This assessment should take account of the factors in Schedule 1 of the Regulations, which include: the task; the load; the working environment; individual capability
- **Regulation 4(1)(b)(ii)** Reducing the risk of injury: if it is not reasonably practicable to avoid the need for employees to undertake any manual handling operations which involve a risk of injury, the employer should reduce the risk of injury
- **Regulation 4(1)(b)(iii)** Providing information on the load: if it is not reasonably practicable to avoid the need for employees to undertake any manual handling operations which involve a risk of injury, the employer should provide precise information on: the weight of each load; the heaviest side of any load whose centre of gravity is not positioned centrally
- **Regulation (4)(2)** Reviewing the assessment: an assessment must be reviewed when: there is reason to suspect that it is no longer valid; there has been a significant change in manual handling operations
- **Regulation (4)(3)** In determining for the purposes of this regulation whether manual handling operations at work involve a risk of injury and in determining the appropriate steps to reduce that risk regard shall be had in particular to: the physical suitability of the employee to carry out the operations; the clothing, footwear or other personal effects s/he is wearing; her/his knowledge and training; the results of any relevant risk assessment carried out under Regulation 3 of the Management of Health and Safety at Work Regulations 1999; whether the employee is within a group of employees identified by that assessment as being especially at risk; and the results of any health surveillance provided pursuant to Regulation 6 of the Management of Health and Safety Regulations 1999
- **Regulation 5** Employees' duties: employees must make full and proper use of any system of work provided for employees by their employer, to reduce risks of manual handling injuries

Manual Handling Assessment Chart (MAC) Tool

The HSE have produced an online Manual Handling Assessment Chart tool to help the user identify high-risk workplace manual handling activities at: www.hse.gov.uk/msd/mac/index.htm The tool can be used to assess the risks posed by lifting, carrying and team manual handling activities. It is designed to help employers understand, interpret and categorise the level of risk of the various known risk factors associated with manual handling activities. The MAC incorporates a numerical and a colour coding score system to highlight high-risk manual handling tasks.

Web pages

- HSE: Musculoskeletal disorders resources page
www.hse.gov.uk/msd/index.htm
- HSE: Manual handling assessment chart tool (MAC)
www.hse.gov.uk/msd/mac/index.htm
- HSE: Getting to grips with manual handling
www.hse.gov.uk/pubns/indg143.pdf

Involving safety representatives in manual handling risk assessments

Guidance for employers on the Manual Handling Operations Regulations 1992 (as amended)

“The views of staff can be particularly valuable in identifying manual handling problems and practical solutions to them. Encourage employees, their safety representatives and safety committees to play a positive part in the assessment process. They can assist the employer by highlighting difficulties from such things as the size or shape of loads, how often they are handled or the circumstances in which the handling operations are carried out. ”

(Paragraph 41)

Safety Representatives and Safety Committees Regulations

Consulting with trade union safety representatives is a legal requirement that is placed upon employers. Safety representatives have extensive rights under the Safety Representatives and Safety Committees Regulations 1977 (SRSC). These are set out in full under Regulations 4, 5, 6 and 7 of SRSC and include the rights to:

- be consulted
- investigate health and safety matters
- inspect their workplace
- information

It is important that union safety representatives use these rights fully, to become constructively involved:

- by ensuring that the employer tackles manual handling in the hierarchical way described above
- in the risk assessment process

- in checking their employers' risk assessments;
- in checking plans for risk prevention and control, so that members' health and safety is properly protected.

Checklist: Safety representative involvement in manual handling

- ✓ Do workers and safety representatives influence the employer to avoid the need for manual handling operations?
- ✓ If it is not possible to avoid the need for manual handling operations, are workers and safety representatives involved in the manual handling risk assessment process?
- ✓ If they are involved, are they satisfied with the extent of their involvement?
- ✓ Do they feel that the manual handling risk assessments are satisfactory?
- ✓ Are safety representative inspections used to monitor and review the employer's manual handling risk assessment procedures?
- ✓ Do safety representatives notify employers where manual handling risk assessments need to be carried out?
- ✓ Do manual handling risk assessments need to be reviewed because safety representatives were not consulted about them?
- ✓ Are safety representatives consulted about the level of risk assessment training taking place?
- ✓ Have safety representatives been given copies of the written manual handling risk assessments (or been given access to copies)?
- ✓ Are there any procedures or agreements regarding manual handling risk assessments?

Workplace Activity

Manual handling hazard mapping and priorities

Aims

To help us to:

- involve members in discussion about manual handling hazards
- use hazard mapping to find out about manual handling problems at work
- use a priority plan to decide on an initial issue to be tackled

Task

1. Draw a simple plan/map of your workplace on a large piece of paper. You will be given time to draw this up on the course to take back to work. You can then check with your members to see if anything needs to be added.
2. Get some “post- its”, so that members can mark manual handling hazards on to the map
3. Organise a session at work
 - Gather together members from a particular work area and give an explanation of what you are proposing to do
 - Ask members to pinpoint manual handling hazards (using “post-its”) on the map/plan with an explanation of why they should be included
 - Keep notes of what members say around the manual handling hazard map
 - Discuss the findings with members. Common patterns can be identified. A lot of “post-its” will show that there is likely to be a problem that needs to be tackled
 - Give members a chance to think about and influence priorities
4. Explain that you will be investigating their priorities as part of your TUC Manual Handling course and reporting back to them. It is important that you further explain to members that all their concerns are worthy of tackling and will be taken up with management. Some of the manual handling hazards identified may be easy to tackle and could be prevented quite easily by management.

Resources

- Fact Sheet 3 below

Assessment criteria – Manual Handling

Level 2: 1.2; 3.1

Level 3: 1.2; 3.1

Prioritising hazards plan: what do members think?

Manual Handling Hazard	Cause	Effect	What can be done?

Workplace Activity

Manual Handling hazard mapping & prioritisation

Preparation

Your tutor will give you time to think about your workplace activity

How will you do it?

When will you do it?

Which group of members will you map with?

What do you need to do to prepare?

Are there any potential problems that you envisage?

What can you do to overcome the problems?

Fact Sheet 3: Hazard mapping

Introduction

It is important that we identify with our members whether the employer has prevented the important manual handling hazards. The TUC is keen to promote new methods of identifying hazards with members. Hazard mapping is one of these methods which gives a much more visual picture than statistics from surveys etc. and should help to identify and prioritise hazards. With hazard mapping, a rough map of the workplace is used to highlight where problems are found.

How to hazard map

1. What you'll need

- a simple plan/map of the workplace on a large piece of paper. You can draw this up on the course to take back to work. You can then check with your members to see if anything needs to be added. If your members move around in their jobs, your plan should try to illustrate this
- “post- its”, so that members can mark hazards on to the map

2. Organising the session

- Members from a particular work area gather together and are given an explanation of what you are proposing to do
- Members are now asked to pinpoint manual handling hazards (using “post-its”) on the map/plan with an explanation of why they should be included
- The plan should also include identification of where workers are situated
- The safety rep should keep notes of what members say around the manual handling hazard map
- The findings are then discussed with members. Common patterns can be identified. A lot of “post-its” will show that there is likely to be a problem that needs to be tackled
- Links can be made to the symptoms of ill health and injuries from the results of body mapping
- Members are given a chance to think about and influence priorities (See the Workplace Activity above)

3. Examples of manual handling hazards

Hazards where there is a risk of injury from transporting or supporting a load. This includes lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force.

4. Planning the next steps

Once the safety rep and members have identified the priorities, the causes, effects and action can be discussed.

Activity Report on manual handling hazard mapping and prioritisation

Aims

To help us to:

- analyse the results of the manual handling hazard mapping activities
- select priorities

Task

Your tutor will divide you into small groups based upon similar workplaces, to discuss the outcomes of the hazard mapping activities.

1. Look at the marked hazard maps and prioritisation charts in turn, for each person in your group. Each person should prepare a short report for their workplace explaining the priority manual handling hazards identified.
2. Select **one** priority for each person for use in the next activity.

Report back

Elect a spokesperson to report back to the whole group on the priorities identified in Task 2.

Resources

- Hazard maps from the workplace

<p><i>Assessment criteria – Manual handling</i> <i>Level 2: 1.2</i> <i>Level 3: 1.2</i></p>

Activity

Avoidance of manual handling

Aims: To help us to:

- select a priority manual handling hazard
- try to avoid manual handling as a first step

Task

We can now begin the process of tackling some of the manual handling hazards identified by members.

In your small group, using the worksheet below:

1. Each select a priority hazard for your workplace that has been identified by you and your members in the previous activities (Column 1)
2. Discuss the hazards and decide whether the manual handling operation can be avoided altogether (Column 2)
3. For each manual handling hazard, identify the steps that need be taken next. For example, a plan to get management to avoid the manual handling hazard altogether, or the need for a risk assessment because the manual handling operation cannot be avoided (Column 3)

Report back Make some notes on the worksheet below. Elect a spokesperson to report back.

Resources

- Notes from manual handling hazard mapping activities
- Worksheet below
- Fact Sheet 2 above

Assessment criteria – Manual handling

Level 2: 1.2; 2.1; 2.2; 3.1

Level 3: 1.2; 2.1; 2.2; 3.1

Worksheet

Avoidance of priority manual handling hazards

1. PROBLEM

Description of priority manual handling hazard

2. INVESTIGATION

Can the manual handling operation be avoided altogether?

- ✓ Has the employer considered avoiding the need for the manual handling operations in question?
- ✓ Can the movement of the load be eliminated altogether?
- ✓ Are the handling operations unnecessary?
- ✓ Could the desired result be achieved in some entirely different way?
- ✓ Can the process be carried out without manual handling at all?

If handling cannot be avoided, will automation or mechanisation help?

- ✓ If load handling cannot be avoided entirely, can the operations be automated?
- ✓ If load handling cannot be avoided entirely, can the operations be mechanised?
- ✓ Can plant or systems of work be redesigned? For example, powders or liquids can be transferred from large containers and big bags by gravity feed or pneumatic transfer, avoiding bag or container handling.
- ✓ Can the layout of the process be redesigned to minimise transfer of materials or the distance over which containers have to be moved?
- ✓ Could the introduction of automation or mechanisation create other, different risks?

If handling cannot be avoided, has the employer carried out a risk assessment and taken appropriate steps to reduce the risk of injury?

You can practise a risk assessment on your priority hazard in the next activity, using a HSE pro forma

3. PLAN

Steps that need to be taken next for your priority manual handling hazard

Activity Manual Handling Risk Assessment

Aims

To help us to:

- identify a manual handling hazard and evaluate the risk
- practise using a HSE risk assessment pro forma

Task

In your small group, choose a priority hazard from the previous activity, where the manual handling operation cannot be avoided and a risk assessment needs to be carried out.

1. Use the HSE manual handling risk assessment pro forma on the next three pages.
2. Complete a risk assessment for the priority hazard.
3. Prepare a brief report to explain the remedial action that should be taken in relation to the priority hazard.

Report Back

You will be asked to report back to a role play safety committee meeting.

Resources

- HSE Manual Handling Risk Assessment pro forma
- Fact Sheet 4: HSE Guidance on making an assessment

Assessment criteria – Manual Handling

Level 2: 1.2; 3.1

Level 3: 1.2; 3.1

Manual Handling of Loads: HSE Assessment checklist

Based upon previous HSE Guidance and current HSE Guidance *Getting to Grips with Manual Handling (INDG143)* www.hse.gov.uk/pubns/indg143.pdf

Section A - Preliminary

Job description	Is an assessment needed? (ie is there a potential risk of injury) Yes/No
-----------------	--

If 'Yes' continue. If 'No' the assessment need go no further

Operations covered by the assessment: Locations: Personnel involved: Date of assessment:	Diagrams or other information
---	-------------------------------

Section B – More detailed assessment (fill in next two pages)

Section C – Overall assessment of the risk of injury?

Low/Medium/High

Section D – Remedial action to be taken:

Remedial steps should be taken in order of priority: 1. 2. 3. 4. 5. 6. 7. 8.	
Date by which action should be taken:	
Date for reassessment:	
Assessor's name:	Signature:

Section B – More detailed assessment where necessary					
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 system/task, load, workplace/space, environment. Communication that is needed.)
	Low	Medium	High		
The tasks - do they involve: <ul style="list-style-type: none"> • Holding loads away from trunk? • twisting? • stooping? • reaching upwards? • large vertical movement? • long carrying distances? • strenuous pushing or pulling? • repetitive handling? • insufficient rest or recovery time? • a work rate imposed by a process? 					
The loads - are they: <ul style="list-style-type: none"> • heavy? • bulky/unwieldy? • difficult to grasp? • Unstable or likely to move unpredictably? • harmful (eg sharp/hot?) • awkwardly stacked? • too large for the handler to see over? 					
The working environment - are there: <ul style="list-style-type: none"> • constraints on posture? • bumpy, obstructed or slippery floors? • variations in levels? • hot/cold/humid conditions? • gusts of wind or other strong air movements? • poor lighting conditions? • restrictions on movements or posture from clothes or PPE 					

Section B continued – More detailed assessment where necessary			
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 system/task, load, workplace/space, environment. Communication that is needed.)
	Low Medium High		
Individual capacity - does the job: <ul style="list-style-type: none"> • require unusual capability? • endanger those with a health problem or learning/physical disability? • endanger pregnant women? • call for special information/training? 			
Handling aids and equipment: <ul style="list-style-type: none"> • Is the device the correct type for the job? • Is it well maintained? • Are the wheels on the device suited to the floor surface? • Do the wheels run freely? • Is the handle height between the waist and shoulders? • Are the handle grips in good order and comfortable? • Are there any brakes? If so, do they work? 			
Work organisation factors: <ul style="list-style-type: none"> • Is the work repetitive or boring? • Is work machine or system-paced? • Do workers feel the demands of the work are excessive? • Have workers little control of the work and working methods? • Is there poor communication between managers and employees? 			

Fact Sheet 4

HSE Guidance on making an assessment

Problems to look for when making an assessment

The tasks, do they involve:

- Holding loads away from the body?
- Twisting, stooping or reaching upwards?
- Large vertical movement?
- Long carrying distances?
- Strenuous pushing or pulling?
- Repetitive handling?
- Insufficient rest or recovery time?
- A work rate imposed by a process?

The loads, are they:

- Heavy, bulky or unwieldy?
- Difficult to grasp?
- Unstable or likely to move unpredictably (like animals)?
- Harmful, eg sharp or hot?
- Awkwardly stacked?
- Too large for the handler to see over?

The working environment, are there:

- Constraints on posture?
- Bumpy, obstructed or slippery floors?
- Variations in levels?
- Hot/cold/humid conditions?
- Gusts of wind or other strong air movements?
- Poor lighting conditions?
- Restrictions on movements or posture from clothes or personal protective equipment (PPE)?

Ways of reducing the risk of injury

Can you:

- Use a lifting aid?
- Improve workplace layout to improve efficiency?
- Reduce the amount of twisting and stooping?
- Avoid lifting from floor level or above shoulder height, especially heavy loads?
- Reduce carrying distances?
- Avoid repetitive handling?
- Vary the work allowing one set of muscles to rest while another is used?
- Push rather than pull?

Can you make the load:

- Lighter or less bulky?
- Easier to grasp?
- More stable?
- Less damaging to hold?

If the load comes in from elsewhere, have you asked the supplier to help, eg provide handles or smaller packages?

Can you:

- Remove obstructions to free movement?
- Provide better flooring?
- Avoid steps and steep ramps?
- Prevent extremes of hot and cold?
- Improve lighting?
- Provide protective clothing or PPE that is less restrictive?
- Ensure your employees' clothing and footwear is suitable for their work?

Ways of reducing the risk of injury

<p>Problems to look for when making an assessment</p> <hr/> <p>Individual capacity, does the job:</p> <ul style="list-style-type: none"> • Require unusual capability, eg above-average strength or agility? • Endanger those with a health problem or learning/physical disability? • Endanger pregnant women? • Call for special information or training? 	<hr/> <p>Can you:</p> <ul style="list-style-type: none"> • Pay particular attention to those who have a physical weakness? • Take extra care of pregnant workers? • Give your employees more information, eg about the range of tasks they are likely to face? • Provide more training <p>Get advice from an occupational health advisor if you need to?</p> <hr/>
<p>Handling aids and equipment:</p> <ul style="list-style-type: none"> • Is the device the correct type for the job? • Is it well maintained? • Are the wheels on the device suited to the floor surface? • Do the wheels run freely? • Is the handle height between the waist and shoulders? • Are the handle grips in good order and comfortable? • Are there any brakes? If so, do they work? 	<p>Can you:</p> <ul style="list-style-type: none"> • Provide equipment that is more suitable for the task? • Carry out planned preventive maintenance to prevent problems? • Change the wheels, tyres and/or flooring so that equipment moves easily? • Provide better handles and handle grips? • Make the brakes easier to use, reliable and effective? <hr/>
<p>Work organisation factors:</p> <ul style="list-style-type: none"> • Is the work repetitive or boring? • Is work machine or system-paced? • Do workers feel the demands of the work are excessive? • Have workers little control of the work and working methods? • Is there poor communication between managers and employees? 	<p>Can you:</p> <ul style="list-style-type: none"> • Change tasks to reduce the monotony? • Make more use of workers' skills? • Make workloads and deadlines more achievable? • Encourage good communication and teamwork? • Involve workers in decisions? • Provide better training and information?

**Extract from the HSE publication
'Getting to Grips with Manual Handling' INDG143**

Activity Practising risk assessments – using an HSE assessment tool

Aims

To help us to:

- practise conducting a risk assessment
- compare assessments with those of the HSE
- identify strengths and weaknesses
- suggest improvements

Task

Working in pairs, go to the HSE web page

www.hse.gov.uk/msd/mac/index.htm

Follow the instructions to conduct manual handling risk assessments for lifting, carrying and team handling.

- 1 Watch the series of videos and use the interactive scoresheet. Compare your responses to those of the HSE.
- 2 Identify the strengths and weaknesses of this method of risk assessment and how it could be improved.

Report Back Prepare a report back to the rest of the group

Resources

HSE manual handling assessment tool (MAC)

www.hse.gov.uk/msd/mac/index.htm

Assessment criteria – Manual handling

Level 2: 1.2

Level 3: 1.2

Activity Evaluating manual handling procedures

Aims

To help us to:

- evaluate your employer's manual handling procedures
- propose improvements

Task

In pairs:

1. Use the audit in Fact Sheet 5 below to evaluate the manual handling procedures of your employer
2. Use the worksheet on the next page to explain the current situation; identify strengths and weaknesses; propose improvements

Report back

Pass on your worksheet to another pair who will read it through and make comments. At the same time, you should comment on their worksheet.

Make any amendments that are necessary and finalise your report. Elect a spokesperson to report back

Resources

- Your pre-course activity
- Fact Sheet 5 below

<p><i>Assessment criteria – Manual handling</i> Level 2: 3.1 Level 3: 3.1</p>

Worksheet

Improving manual handling procedures

Current situation	
Strengths and weaknesses	
Proposals to improve the situation	

Fact Sheet 5: Manual handling audit

Employer action

Can manual handling operations be avoided altogether?

- ✓ Has the employer considered avoiding the need for manual handling operations?
- ✓ Can the movement of loads be eliminated altogether?
- ✓ Are the handling operations unnecessary?
- ✓ Could the desired results be achieved in some entirely different way?
- ✓ Can processes be carried out without manual handling at all?

If handling cannot be avoided, will automation or mechanisation help?

- ✓ If load handling cannot be avoided entirely, can the operations be automated?
- ✓ If load handling cannot be avoided entirely, can the operations be mechanised?
- ✓ Can plant or systems of work be redesigned?
- ✓ Can the layout of processes be redesigned to minimise transfer of materials or the distance over which containers have to be moved?
- ✓ Could the introduction of automation or mechanisation create other, different risks?

Is your employer carrying out risk assessments?

- ✓ If handling cannot be avoided, has the employer carried out suitable and sufficient risk assessments and taken appropriate steps to reduce the risk of injury?
- ✓ Have assessments been carried out for all tasks/jobs involving manual handling?
- ✓ If not are arrangements in hand for them to be done?

Are resources available to carry out risk assessments properly?

- ✓ Do risk assessors have the necessary time, authority and training to do proper manual handling risk assessments?

Who carries out risk assessments?

- ✓ Are they competent (do they have knowledge and understanding of the work involved, and the principles of risk assessment and prevention and current health and safety applications)?
- ✓ What qualifications/experience do they have?
- ✓ What information, instruction and training have they been provided with?
- ✓ Are outside consultants being used?
- ✓ Have safety reps been consulted over the appointment or nomination of competent persons to deal with risk assessment and control?

Do assessments cover all the manual handling hazards and risks at work?

- ✓ Have all areas, activities, processes and departments been covered?
- ✓ What hazards and risks have been identified?

- ✓ Have all hazards and risks that workers believe to be important been assessed?

Do assessments cover all those who could be exposed to hazards?

- ✓ Are those working outside normal hours, visitors, temporary workers and sub contractors covered?
- ✓ Have those particularly at risk (e.g. young and inexperienced workers; women workers of childbearing age; workers with a disability) been identified?
- ✓ Are risk assessments gender sensitive in accordance with TUC policy?
- ✓ Do assessments look at what actually happens in practice and include non-routine operations?
- ✓ Do individual assessments need to be carried out for some workers (e.g. those working outside the main place of work)?

Are preventative measures already being used working properly?

- ✓ Are measures to reduce the risk of injury followed?
- ✓ Do they appear to work?
- ✓ Is information, instruction and training provision adequate?

What remedial steps have been identified under the principles laid down in Regulation 4 of the Manual Handling Operations Regulations?

- ✓ Can manual handling risks be avoided?
- ✓ Have manual handling risks which cannot be avoided been evaluated?
- ✓ Has a plan of action been drawn up for putting into practice the necessary remedial measures identified by the risk assessment?
- ✓ Does the plan identify priorities and set an agreed timetable for action?
- ✓ Has the money been made available to implement remedial measures?

Are manual handling risk assessments kept up-to-date?

- ✓ Do planned reviews of risk assessments take place at regular intervals?
- ✓ Are new risk assessments completed before changes are made to tasks, workplaces, equipment which will involve manual handling?
- ✓ Are risk assessments reviewed if evidence suggests that control measures are not adequate? (e.g. following manual handling injuries, reports of ill health, findings of safety reps' inspections)

Safety rep and worker involvement

- ✓ How are workers and safety representatives involved in avoiding manual handling problems?
- ✓ If problems cannot be avoided, how are workers and safety representatives involved the risk assessment process?
- ✓ If they are involved, are they satisfied with the extent of their involvement?
- ✓ Do they feel that the risk assessments are satisfactory?
- ✓ Are inspections used to monitor and review the employer's risk assessment procedures?
- ✓ Have safety representatives been given copies of the written risk assessments (or been given access to copies)?
- ✓ Are there any procedures or agreements regarding risk assessment?

Workplace Activity: Manual Handling policies

Aims

To help us to:

- report back to members
- find information for the next session of the course

Task

1 Members

Report back to your members and other safety reps about the work that you have done on a priority manual handling hazard. Get their ideas on the next steps that should be taken.

2 Employer

In case you did not have an opportunity to do the Pre-Course Activity, speak to an appropriate manager. Ask:

- for a copy of the employers safety policy
- management policies, procedures or agreements on manual handling
- management accident and incident statistics relating to manual handling and results of subsequent investigations

Assessment criteria – Manual handling

Level 2: 2.2; 3.1

Level 3: 2.2; 3.1

Activity Policies for manual handling

Aims

To help us to:

- review policies relating to manual handling
- agree what should be covered in a policy

Task

In your small group:

1. Look at the health and safety policies that have been brought in from your workplaces.
2. Analyse what has been written about manual handling.
3. Create a checklist that identifies the key points that should appear in a policy about manual handling.

Report Back Elect a spokesperson to report back to the rest of the group.

Resources

- Policies from your workplaces
- Pre-course and workplace activity
- Fact Sheet 6 below

Assessment criteria – Manual handling

Level 2: 2.2; 3.1

Level 3: 2.2; 3.1

Activity

Negotiating a policy to deal with manual handling

Aims

To help us to:

- negotiate policies that deal with manual handling
- practise presentation and negotiation skills

Task

The course will be divided into a number of management and union sides. Each negotiating team should appoint an observer to report back on the outcome of the negotiations.

The trade union side has requested a meeting to discuss the development of an effective policy that deals with manual handling. They are seeking to ensure that management adopt a much more effective policy for their workplace with the involvement of safety reps clearly built in.

1. Each side should prepare a negotiating plan
2. Conduct a role play safety committee meeting to try and reach an agreement
3. The observer will report back summarising the outcome of the meeting and the arguments and techniques used.

Resources

- Negotiating plan below
- Policy checklist developed in the previous activity
- Fact Sheet 6 below

Report back

Observers from each small group will report back with the main points from the negotiation that they watched.

Assessment criteria – Manual handling

Level 2: 3.1

Level 3: 3.1

Worksheet: outline negotiating plan

Main Facts	
Your Aims	Fallback
Main Arguments	Management/Opposing Arguments Your Response
Opening Position	
Other Factors	

Fact Sheet 6: Manual Handling Policies

The main emphasis of recent health and safety legislation has been on making employers manage health and safety, rather than deal with it in a piecemeal way. One main requirement is for the employer to have a health and safety policy. If a safety representative is able to influence the employer to produce, implement and monitor the policy, then health and safety standards will improve.

Legal requirements

Section 2(3) of the Health and Safety at Work etc Act 1974 requires all employers with five or more workers to produce a written policy statement specifying the following:

- general policy – the employer's overall objectives for health and safety
- organisation – which managers are going to do what to implement the general policy
- arrangements – the rules and procedures which will be applied to ensure that conditions are healthy and safe

Section 2(3) also requires:

- monitoring and revision – regular checking to ensure that the policy, organisation and arrangements work and are altered to suit new developments
- information to workers – ensuring that workers know about the policy and revisions to it

Involvement of trade union safety reps

Safety representatives can ensure that the employer's procedures for the avoidance and the prevention and control of the risks from manual handling form an integral part of the health and safety policy. An effective policy on manual handling should:

- ✓ be jointly developed and agreed with unions
- ✓ have commitment from highest management
- ✓ ensure that adequate resources are committed to avoiding manual handling, carrying out risk assessments and solving problems
- ✓ ensure that safety representatives and workers are consulted in relation to manual handling problems and the way that they are tackled
- ✓ contain agreed arrangements for joint monitoring and review to assess the effectiveness of the policy

Content of policies and arrangements

Safety representatives will need to influence management to ensure that their arrangements for tackling manual handling problems contain or deal with some of the following:

- ✓ the coverage of all manual handling operations, including work done away from the employer's premises; for each job and each employee
- ✓ an acknowledgement that the effect of manual handling on women's health is often underestimated or ignored because men appear to be handling

heavy loads. The injurious effects of more repetitive handling (more commonly undertaken by women) on muscles, joints and ligaments tend to be gradual and cumulative

- ✓ recognition that manual handling injuries cost employers money in lost working time, payments for sick leave and job cover, loss of trained and experienced staff; and successful compensation claims
- ✓ an acknowledgement that there is no such thing as a safe maximum weight. Weight is only one factor that needs to be considered in deciding how much force is required to move a given load (and therefore how much risk is involved under specific conditions)
- ✓ concentration upon the overall manual handling dose to which the individual is subjected. Handling moderate-sized loads frequently pose as great a risk as handling heavier loads only occasionally
- ✓ where a range of problems are found, a commitment to agreement on priorities for action, with an agreed timetable for improvements
- ✓ a commitment to avoiding manual handling operations in the first instance
- ✓ if hazardous manual handling operations cannot be avoided, a commitment to taking appropriate steps to reduce the risk of injury to employees to the lowest level reasonably practicable
- ✓ recognition that mechanical devices may solve some lifting problems but ensuring that new hazards are not introduced – involvement of safety reps at the planning stage will prevent this problem
- ✓ recognition that increasing the unit size of loads, by using mechanical handling techniques, may present somebody else with a manual handling problem elsewhere in the workplace
- ✓ transparency about short, medium and long-term objectives. For example, the main objective should be to eliminate manual handling altogether, particularly high-risk tasks. In many cases this might not be possible immediately so there should be a commitment to this as a medium or longer term objective
- ✓ provision of information rights to safety reps about new processes, including proposed workplace layouts. Involvement at the design stage gives the chance to eliminate problems before a new machine process or work system is installed
- ✓ full consideration given to women handling heavy loads during pregnancy or during the three months following confinement
- ✓ recognition of the duty to consider factors which might put workers at risk of injury such as their age, strength, state of health and degree of bodily development
- ✓ when changes occur in a worker's health, either permanently (e.g. physical disablement) or temporarily (e.g. hernia or post-operative recovery), manual handling work will be suitably adapted or they allocation of alternative work without loss of pay
- ✓ recognition that whilst manual handling ability among men or women may appear to be a limiting factor, a commitment that the work will be modified to suit their abilities rather than banning them from such work

Activity Manual Handling accidents and injuries

Aims To help us to:

- share information about accidents and injuries
- identify the causes of the injuries and future prevention

Task

In your small group:

1. Discuss the information that you found from your workplaces regarding manual handling accidents and injuries.
2. What did subsequent investigations reveal as the main causes of the injuries and what steps were taken to prevent recurrence? Do you agree with these findings? If not, explain why.

Report back

Elect a spokesperson to give a short report

Resources

- Workplace Activity
- Fact Sheet 7

<p><i>Assessment criteria – Manual handling</i> <i>Level 3: 1.2</i></p>

Fact Sheet 7

Manual handling accidents and injuries

The scale of the problem

More than a third of all over-three-day injuries reported each year to the HSE and local authorities are caused by manual handling. The most recent survey of self-reported work-related illness estimated that in one year, 1.1 million people in Great Britain suffered from musculoskeletal disorders (MSDs) caused or made worse by their current or past work. An estimated 12.3 million working days were lost due to these work-related MSDs. On average each sufferer took about 20 days off in that 12-month period.

Causes of injuries

When the causes of injuries and ill health are properly investigated it is clear that unsafe systems rather than careless workers are to blame. The HSE states in 'Successful health and safety management' (HSG65) that accidents, ill health and incidents "...usually arise from organisational failings which are the responsibility of management."

With injuries caused through manual handling, workers are often blamed because: "they were not lifting properly" or "they hurt themselves at home and are now blaming work" or other excuses like this. Some employers are keen to promote the view that workers are to blame for injuries and ill health because:

- it draws attention away from the overall system of work and focuses attention on mistakes which individual workers make
- it coincides with the employer's need to deny liability for injuries and ill health in order to avoid payment of compensation

The TUC feels that the use of the word 'accident' is inappropriate, because most injuries in the workplace are predictable and preventable. And the use of the word 'accident' encourages victim-blaming.

Prevention

The TUC is committed to the prevention of injuries and ill health. If the toll of suffering is to be reduced, it is important when manual handling injuries, ill health and near misses occur that:

- they are properly recorded
- they are notified to the authorities and safety representatives
- they are investigated jointly by employers and safety representatives, analysed and lessons are learned
- preventive action is taken to stop similar problems happening again in the future
- injured and ill workers are compensated through benefits and legal action
- there is a rehabilitation policy for injured or ill workers

Investigation

There is no specific legal duty to investigate injuries from accidents, diseases and near misses. The TUC has been pressing for this duty to be made a legal obligation. However, following consultation, the HSC decided not to legislate, but to issue Guidance instead. *Investigating accidents and incidents: a workbook for employers, unions, safety representatives and safety professionals* (HSG245) was published in 2004 (see www.hse.gov.uk/press/2004/e04094.htm).

The four steps featured in the guidance are:

- the gathering of information
- the analysing of information
- identifying risk control measures
- and the action plan and its implementation

The TUC recommends that safety representatives negotiate an agreement with employers featuring some of the following points:

- a commitment to investigate every injury, disease, case of work-related ill health and near miss
- the investigation to commence immediately or within four days as a maximum
- a commitment to feed the results of the investigation into the review of the relevant risk assessment
- safety representatives to be notified of the commencement of the investigation and permitted to play a full role in the investigation

Activity Trade union strategy

Aims

To help us to:

- decide what to do next
- implement plans for improvement

Task

In your small group:

1. Decide upon your action plan in relation to manual handling in your workplace based upon what we have done on this short course
2. Use the Worksheet below to:
 - Identify what needs to be done in relation to manual handling
 - Devise a trade union action plan to make sure that the changes are made

Report back

Elect a spokesperson to report back to the rest of the course

Resources

- Previous activities
- Workplace activity
- Fact Sheets 8 & 9 below

Assessment criteria – Manual Handling

Level 2: 3.1

Level 3: 3.1

Worksheet: Action planning on manual handling

Action you need to take in relation to:	Aims	What needs to be done?	When?
Employer			
Members			
Other union representatives			
Other (including information)			

Fact Sheet 8

Action planning for manual handling

Now that you have established what should be happening in relation to manual handling, you must work out what you want to achieve. This will depend on:

- the problem
- what you have found out
- short and long term aims
- members' support and union negotiating strength
- management's attitude to manual handling

So, you need to think in advance about what the minimum is that you will accept.

Involving your members

It is important to involve trade union members, get them to discuss problems with each other, and to make them aware trade union action can improve their health and safety at work. If members feel strongly, and are prepared to support you, this will be your main source of strength. So:

- keep them informed about what you are doing
- involve them in identifying hazards, planning an approach and deciding what to accept
- discuss whether management plans and procedures are adequate
- provide an opportunity for workers to express/register their concerns – by holding meetings, conducting surveys and using body mapping and hazard mapping techniques
- inspect the workplace regularly
- encourage workers to report problems to management and safety representatives
- win their support

Pro-active safety reps

Safety representatives can identify whether manual handling is a problem in their workplace. Safety representatives can:

- do a special inspection on manual handling
- survey their members to identify manual handling hazards
- use mapping techniques to identify problems. (See the *Hazards workers' guide to body mapping, hazard mapping and interactive hazards detective* www.hazards.org/tools/)
- report their concerns and those of their members to management in writing

Risk management

You can urge your employer to prepare and implement a plan to avoid, eliminate, prevent and control the risks from manual handling. You should:

- be consulted by management
- monitor how management is following their plan
- keep the workforce informed of progress

Ask for copies of the risk assessments that the employer has done to ensure that they are preventing and controlling the hazards, and make sure that the employer is fully consulting you and other safety representatives. Where control measures are in place you can check that they are being adhered to and maintained and also that they are effective in preventing injuries and ill health.

Finally, check that where there is any potential risk, your employer has given the workforce appropriate training and information.

Health and safety policy and manual handling

We have already seen that employer's safety policies should effectively address manual handling at work.

Taking up the issue with management

Sometimes, minor issues can be sorted out informally by direct contact with relevant managers. But if there are problems with manual handling, it is likely that you will need to raise the matter formally. Obviously you know the best way of getting things done in your workplace, but you may need to consider such things as:

- raising the matter in writing
- encouraging other safety representatives to support you and back you up
- using special safety procedures or an agreed procedure for resolving problems, in which case you should always involve other relevant union representatives
- raising the problem directly with senior management if it is urgent
- using safety committees which can sometimes help to make plans for implementation

Union pressure and arguments

You will need a well-argued case and you should refer to your research on manual handling. But the main source of negotiating strength is a well organised union with the support of your own members, and their determination to secure improvements.

Evaluating the outcomes

When you have carried out the appropriate action in the workplace, you should evaluate the outcomes. This is important because it allows you to reflect upon what has happened and determine what, if anything needs to be done next.

Fact Sheet 9

Further information

Back Care

BackCare, the charity for healthier backs, aims to:

- be a source of independent, evidence-based information about the causes, treatments and management of back pain
- promote best practice in the diagnosis, treatment and management of disorders of the spine
- prevent incapacity from back pain

For more information and resources, go to:

www.backcare.org.uk/index-second-level.php

Best Treatments

NHS Direct and the British Medical Journal website bring together the best research about back pain and weigh up the evidence about how to treat it.

For more information and resources, go to:

www.besttreatments.co.uk/btuk/conditions/5816.html

Disability Rights Commission

www.drc-gb.org/

Ergonomics Society

News, resources and registered consultancies at

www.ergonomics.org.uk/

Hazards magazine website

Excellent news and resources on the Hazards web resource page at

www.hazards.org

Hazards magazine factsheets

- No. 61: Body mapping
- No. 56: Ergonomics: making the job fit
- No. 46: Pregnancy and work
- No. 44: Risk assessment: no hazard – no risk

£1.50 each for union subscribers, £6 for non-subscribers

HSE manual handling website

The HSE have a specific web page which draws together HSE information on manual handling in one place at www.hse.gov.uk/msd/hsemsd.htm#manual

HSE manual handling assessment chart tool

www.hse.gov.uk/msd/mac/index.htm

HSE priced and free publications on manual handling

- For all the latest documents containing general standards and guidance on manual handling, go to the HSE web page:

www.hse.gov.uk/msd/information.htm

- Alternatively, obtain a free copy of the latest HSE Books catalogue, CAT 34, by telephoning 01787 881165

Labour Research Department

- Pain at work: an LRD guide to musculoskeletal disorders. £4.50
- Women's health and safety. £4.75

London Hazards Centre (see Section 6 below for contact details)

- Risk assessment: a simple standard
www.lhc.org.uk/members/pubs/factsht/80fact.htm

TUC

- The TUC manual handling web page
www.tuc.org.uk/h_and_s/index.cfm?mins=338
- Your back – where does it hurt? Using women's experiences to beat back pain at work (free leaflet)
- Essential information for safety representatives. Keep up to date on health and safety by reading Risks, the TUC's weekly e-bulletin for safety representatives at www.tuc.org.uk/h_and_s/index.cfm

Trade union information

- Many trade unions provide guidance on manual handling. The website addresses of all trade unions are on the TUC website at www.tuc.org.uk/tuc/unions_main.cfm. Hazards magazine has listed the health and safety pages of most trade unions at www.hazards.org/links/ukunionlinks.htm
- Contact your union, or visit your union's website to find out if they produce any guidance on manual handling. For example:
The Chartered Society of Physiotherapy (CSP) have produced a leaflet, Backs for Life. For a free copy of the leaflet, send a stamped self-addressed envelope to Backs for Life, The Chartered Society of Physiotherapy, 14 Bedford Row, London WC1R 4ED.
USDAW have produced a safety representative's guide to preventing manual handling injuries at: www.usdaw.org.uk/

Activity Learning opportunities

Aims

To help us to:

- identify future learning needs
- consider ways you will meet those learning needs

Task

In your pair:

- 1 Identify your other learning needs for health and safety
- 2 What learning opportunities are provided by the TUC or your union to meet your learning needs?
- 3 Identify the steps that you need to take to make use of the learning opportunities

Resources

- Details of TUC core and short courses from your tutor
- Details of your union courses from your union website

Report back

Prepare a short report for the rest of the group.

Course review and evaluation

We hope that you have enjoyed the course. To help us make future courses more effective we would like your feedback. Please:

- contribute to a collective feedback session that your tutor will organise
- fill in the evaluation form on the next two pages and return it to her/him

End of Course Evaluation

Please take time to complete the following. Considered and constructive feedback will help us to ensure that the course is relevant to your needs as union representatives.

1. What were your aims/expectations for the course?

2. To what extent have these been met?

3. What, if anything, do you feel you have gained/achieved that you did not expect at the outset?

4. How would you rate the support you have had?

Tutor support	<i>Very good</i>	1	2	3	4	5	<i>Weak</i>
Group support	<i>Very good</i>	1	2	3	4	5	<i>Weak</i>
Course materials	<i>Very good</i>	1	2	3	4	5	<i>Weak</i>
Other resources	<i>Very good</i>	1	2	3	4	5	<i>Weak</i>

Comment

5. How did you find the teaching and learning methods used on the course?

Group Work *too much* 1 2 3 4 5 *too little*

Individual Exercises *too much* 1 2 3 4 5 *too little*

Written work *too much* 1 2 3 4 5 *too little*

Workplace Activities *too much* 1 2 3 4 5 *too little*

Comment

6. How do you think what you have got out of this course will help you in your work/union?

7. Having successfully completed your course, what are your learning priorities now?

8. Any other comments?
