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gov.je Information and Community Services for the Island of Jersey L'information et les services publics pour l'île d'Jerri Introduction Guide to Processing (lifting, transporting and handling loads) is one of the most common causes of injuries at work as a result, usually in muscle tension or physical injury. The Health and Safety (Manual Management) Regulations 1992 require that every manual management task be managed in a way that minimizes the risk to those involved. The necessary management process is, in fact, a risk assessment. The starting point is to consider whether the task of manual processing is necessary or if the work can be organized in a different way, or perhaps mechanized. Serious changes and remedial measures may not be immediately possible, but can be identified as a future goal. Risk Assessment Where manual processing is important, a task risk assessment should be carried out. Responsibility for this should be placed on the staff concerned, who may also need some training in the risk assessment process. Where the risk is low, estimates can sometimes be made in general terms, for example by considering a specific type of operation processing. However, where the risks are higher, risk assessments generally need to be specific to the task. Training of staff who regularly participate in manual treatment as part of their work should be provided with formal manual training, as well as periodic retraining. SEPS organizes manual processing courses based on cost recovery. Read more about this on the Training Courses page. Manual training is available on Moodle for all other employees who perform minimal or rare manual management tasks, i.e. office work, training, etc. Go here to access manual training and use GUID to enter Moodle. To access, use the entry key below. Key to enrollment: ssbh01 Personal protective equipment (PPE) In some cases, protective clothing, such as safety shoes, heat-resistant gloves, etc., should be provided to employees involved in manual task processing. See SEPS's Personal Protective Equipment (PPE) guide. SEPS manual handling and specific manual processing assessment checklist can be downloaded from the links below: Guide to the Management Guide To The Management Of The Assessment Checklist Of The Right Lifting Techniques As an Employer, you must protect your employees from the risk of injury from dangerous manual treatment in the workplace. Manual processing means transporting or supporting the cargo by hand or by bodily force. It includes lifting, surrendering pushing, pulling, holding or moving loads. The load can be an object, human or animal. The law sets out how employers should deal with the risks of manual treatment: avoid dangerous manual treatment as far as is reasonably feasible the risk of injury as a result of any dangerous manual processing operations that cannot be avoided reduces the risk of injury as a result of dangerous manual handling to a level that is reasonably feasible weight is important, although the law does not set specific weight limits. In some cases, information should be provided on the weight and position of the center of gravity of each cargo if there is a risk of injury and this is feasible. Training can be important in raising awareness and reducing risk, but it won't provide safe manual processing on your own. First, you need to design manual processing operations to be as safe as possible. You should also monitor and review procedures to make sure that employees understand and apply them. Training should be relevant to the type of work performed and should cover: manual risk factors for processing and how injuries can occur, how to use mechanical means, how to carry out safe manual processing, including good methods of processing work systems relevant to the tasks of the employee and the environment of practical work, so that the trainer can identify all that the intern does not do safely and put his right content any training in good processing techniques should be adapted to the task. that are performed by the workers. You may need professional help. Manual processing refers to the movement of objects either by lifting, lowering, carrying, pushing or pulling. Where possible manual lifting should be avoided and mechanical lifting devices such as truck bags or trolleys should be used whenever possible. There is no legal maximum weight that a person can safely lift. Lifting any weight can lead to injury and much depends on the object rises, the environment, the shape of the object, the physical characteristics of the lift, and the distance of the object from the spine. The employer must have an assessment of the risk of manual treatment, as required by the Office of Health and Safety in the Workplace (Northern Ireland) 2000, and develop a safe work system for lifting, as required by the 1978 Health and Safety At Work Order (Northern Ireland). Employees should be able to request the results of the risk assessment. The risk assessment will determine the controls needed to protect health and safety. Should the employer only consider the abolition and reduction? No, manual processing rules also apply to objects that are pushed and dragged across the floor. Is my employer obliged to provide manual training? Yes, your employer is required to take reasonable steps to reduce the risk of injury for those employees who perform manual processing operations. In addition, the employer is required to provide information, training, training and supervision as necessary to protect the health and safety of the individual arising from manual handling of tasks. Manages Guide The regulation establishes a clear hierarchy of control measures, risk assessments should show that these measures have been considered. The hierarchy of control measures is this: avoid dangerous manual processing operations by eliminating the following questions: is it possible, for example, to eliminate the movement of goods, for example, whether it is possible to change the task in order to avoid the movement of goods, or can delivery be organized to the point of use? Can operations be automated? Can mechanical devices be used, for example, trucks, mounds, rollers, processing equipment, forklifts, truck bags? to conduct a suitable and sufficient risk assessment of the risk of injury to any dangerous manual processing operations that cannot be avoided reduce the risk of injury to operations as far as is reasonably feasible; this can be done by improving the task and load (e.g., reduce load size and/or distance travelled; consider group load). Is there a guide to help employers with manual processing of assessments? Yes. Manual Processing Assessment Charts (MAC) have been designed to help the user identify high-risk manual management activities in the workplace and can be used to assess the risks associated with lifting, carrying and manual processing. It is designed to help employers understand, interpret and classify the level of risk of various known risk factors associated with manual processing. It includes a numerical and color assessment system to highlight manual risk management tasks. The MAC tool is available here: Manual Processing Assessment Charts (MAC tool) - HSE (GB) means does the lift of two people double the amount you can raise? No. Processing two or more people can make it possible to have an operation that goes beyond the capabilities of one person or reduce the risk of injury to one handler. During the lifting operation, the proportion of the load that each member of the group carries will inevitably vary to some extent. Such differences are likely to be more pronounced on sloping or uneven soil. Thus, the workload that the team can safely handle is less than the amount of workload that individual team members can handle while working alone. As an approximate guide, a two-person team is two-thirds of their individual capabilities, and for a three-person team, twice as much as their individual capabilities. Teams of more than four people are unlikely to succeed. What is the right lifting technique? There is no single right way to lift. The technique of lifting will depend on many things, such as the weight and size of the object. For example, it would be easier to pick up what's in a box and has handrails than something form or where the weight is unevenly distributed. The content of any training in good treatment should be specific situations or individual circumstances in which manual processing is carried out. HSE has published a guide that contains illustrations of good processing practices (please see resources). Resources Key Legislation Please note that these references to the original legislation visitors must check for themselves whether the legislation is in force or whether it has been amended or repealed by subsequent legislation. Legislation.

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