

Manual Handling Controls

Manual handling of loads occurs in all small workplaces in some form or another. The risk of injury from manual handling needs to be eliminated or significantly reduced by putting in place a number of control measures.

One of the most important of these is to stop and think before any you complete any manual handling task.

Workplace controls

- Identify manual handling hazards and assess risks
 - Provide information and training to employees
 - Good awareness of manual handling hazards
 - Maintain good housekeeping standards
 - Plan work activities
 - Provide manual handling aids where necessary (trolleys, hoists, etc.)
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Load controls

- Use manual handling aids for loads that are heavy, bulky or difficult to grasp
 - Divide the load into smaller or lighter loads where possible
 - Hold the load close to your body
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Task controls

- Reduce the need for repetition where possible
 - Rest periods between repetitive manual handling tasks
 - Ensure adequate time is allocated to completing the tasks safely
 - Lower loads at waist height (where possible) to avoid bending
 - Lower item first, then adjust it to avoid strain and awkward postures
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Individual controls

- Ensure employees are trained and fully informed
- Ensure your employees are suitable to complete manual handling tasks
- Awareness of employees medical history or injury history

Bend your knees, keep your back straight, grip firmly – always maintain good posture