

Manual Handling Course

Presented by

1

Unit 1 Legislation



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Course Aim

The aim of this course is to provide you with the knowledge, skills and attitude to be able to understand the legislation relating to manual handling.



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Learning Outcomes

At the end of this module, you will be able to:

- Explain what manual handling is
- List common manual handling injuries
- List the benefits of correct manual handling



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Definition of Manual Handling

Transporting or supporting of a load by one or more employees
This includes:



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Do you agree?

"Lifting correctly is natural"

"Manual Handling is a life skill"

"Manual Handling should be taught in schools"

"Lifting correctly is efficient"



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Benefits of correct Manual Handling

- Reduced likelihood of injury
- Reduced severity of injuries
- Less sick leave
- Maintain Quality of life

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Other manual handling injuries?

- Cuts to hands
- Broken toes
- Twisted knees
- Shoulder and neck strain
- Repetitive strain injuries



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Recap

- What is manual handling?
- What are common manual handling injuries?
- Benefits of correct manual handling?

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**Unit 1 Legislation**

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The aim of this course is to provide you with the knowledge, skills and attitude to be able to understand the legislation relating to manual handling.



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Learning Outcomes

At the end of this module you will be able to:

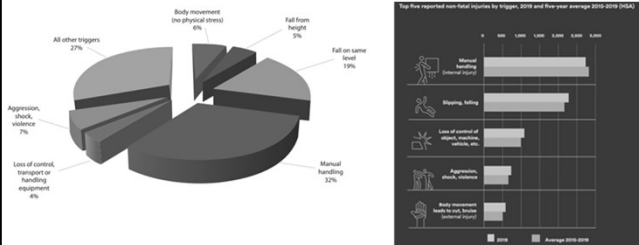
- List the duties of the employer and employees
- State the % of reportable injuries due to manual handling
- List the consequences of not complying with the regulation



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Accident Statistics

Figure 2.19: Proportion of reported non-fatal injuries by trigger, 2017 (HSA)



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Safety Health & Welfare at Work Act 2005

Duty of the employer (Chapter 1, 8) Duties of the employee (Chapter 2, 13)

Safe Place of Work	Not engage in dangerous behaviour
Safe Access & Egress	Attend training
Safe Systems of Work	Proper use of PPE
Safe Plant and machinery	Report defects in equipment, systems of work
Provide PPE	Notify employer of any health issues
Training	
Risk Assessment	
Health surveillance	
Medical fitness to work	
Consultation & Supervision	

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Case Law: Dunnes

- Customer arrived up at checkout
- Bag of potatoes was torn
- Checkout person went to get replacement bag
- Injured her shoulder

What questions would you like to ask in deciding on whether she got compensation?

- Trained in manual handling? Yes
- Looked for assistance? No

Compensation?

- No!

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Recap

- What % of reportable injuries are due to manual handling?
- Name two duties of the employer?
- Name two duties of employees?
- List the consequences of not complying with the regulation.

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Unit 2 Anatomy and Back Care

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Course Aim

The aim of this course is to provide you with the knowledge, skills and attitude to be able to outline the anatomy of the back.



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Learning outcomes

On completion of this module, learners will be able to:

- Identify the main parts of the spinal column.
- State the purpose of these.
- Explain how they can get injured.

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Spine

What is it for?

To protect the spinal cord.
To allow movement.
To support the upper body.

What is it made up of?

Vertebrae, discs.

What is notable about it?

S Shaped- very strong.



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Vertebrae

What are they?

The bones in the back.

What are they for?

Allow support and movement
Attaches to muscles and ligaments
Create gaps for nerves

How they can get damaged?

Impact or disease (Osteoporosis)



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Intervertebral Discs

What are they for?

Act as shock absorbers, allow movement

What they are made up of:

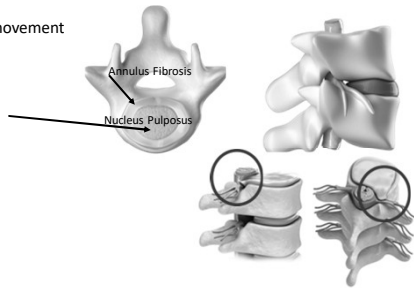
Outer ring- rubbery
Centre- like toothpaste

What is notable about them

Poor Blood supply
Poor nerve supply

How they can get injured

Disc bulge or herniation



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Disc problems

Examples of Disc Problems



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Nerves

What are they for?
Transmitting messages

What they are made of
Millions of fibres

What is notable about them
Not very strong

How they can be injured
Sciatica
Pinched nerves trapped by structures



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Muscles

What they are made up of:
Muscles are bundles of fibre

What is notable about them:
Good nerve supply
Good blood supply

How they can be injured:
Pulled muscle- strain
Aches, pain from tension



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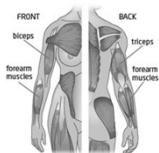
Muscle Types

Action

What are they for?
Movement, action (manual handling)

What is notable about them?
Voluntary, Tire faster

Examples?
Quads

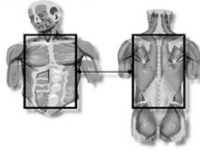


Postural

What are they for?:
Posture, protection

What is notable about them?
Involuntary, good endurance

Examples:
Abs



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Recap Questions

- What does your spine do?
- What are the roles of the discs?
- How can these get injured?
- What are the different types of muscles and their purpose?



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Course Aim

The aim of this course is to provide you with the knowledge, skills and attitude to be able to outline common back injuries and how to protect your back.



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Learning outcomes

On completion of this module, Learners will be able to:

- Explain how you can prevent back injuries related to manual handling.
- Explain how to look after your back at home and work.

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How do back injuries occur?

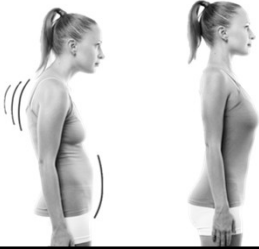
- Lifting weights that are too heavy,
- Poor static posture,
- Twisting, stooping, over-reaching,
- Sitting or standing for too long,
- Sudden movement,
- Vibration during handling,
- Psychological stress.



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Caring for your back

Posture



Exercise



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Posture

What is posture?

The correct alignment of the body
"The way you carry yourself"

Why?

Less strain, breath, feel, look better

How?

Ears over shoulders, over hips, over knees, over ankles

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Fitness

What fitness is

The ability to perform tasks without being under pressure

Elements of fitness

Strength, Aerobic, Flexibility & Endurance

What exercise is

Physical activity performed to improve fitness

Why?

Efficient, less likely to get injured



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Recap Questions

- How can we look after our backs?
- What is posture?
- What are the benefits of good posture?
- What is Exercise?
- What are the benefits of exercise?



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Unit 3 Ergonomics & Risk Assessment

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Course Aim

The aim of this course is to provide you with the knowledge, skills and attitude to be able apply ergonomic concepts to manual handling.



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Learning Outcomes

On completion of this module, learners will be able to:

- Explain what ergonomics is.
- List the principles of good ergonomics.



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Ergonomics



What?

"Fitting the task to the person"

Why?

To reduce strain on workers

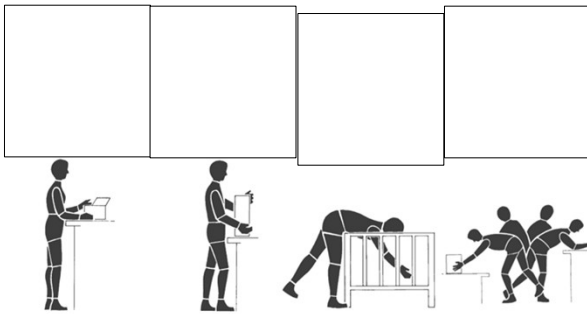
How?

Redesigning work following risk assessment



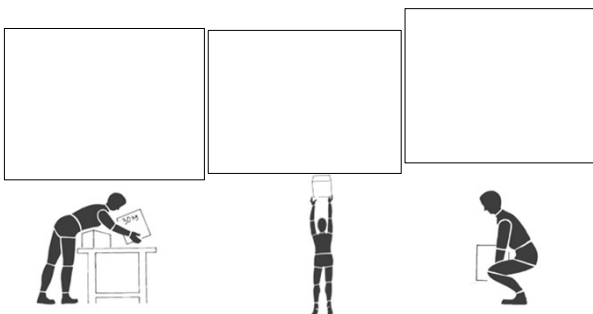
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Ergonomic Principles



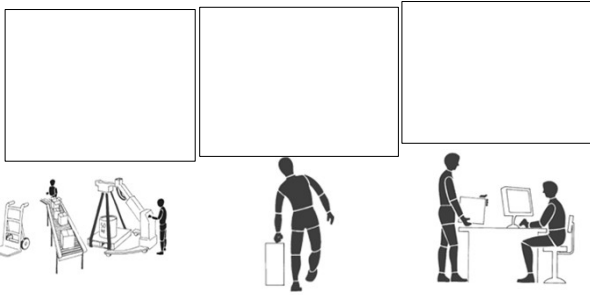
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Ergonomic Principles



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Ergonomic Principles



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Recap questions

- What is ergonomics?
- What are the principles of ergonomics?



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Unit 3 Ergonomics & Risk Assessment

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Learning Outcomes

On completion of this module, learners will be able to:

- Explain what risk assessment is.
- Identify risk factors using TILE.
- Explain how to avoid/reduce risk of injury.
- List mechanical equipment available.
- Explain the benefits of these.



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Risk Assessment

What is a Risk Assessment?

Identifying hazards, assessing and controlling risk.

Types

Task Risk Assessment: Formal written assessment carried out on a task

Dynamic Risk Assessment: Performed on the spot by workers



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Risk Assessment

What is a hazard?

Anything that will cause harm

Risk Factors

Issues that can increase risk

Controls

Solutions put in place to avoid or reduce the risk

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Risk Factors

Task

What movements and body postures put pressure on the back?

Individual

What characteristics of a person make them more at risk?

Load

What characteristics of the load increase the risk?

Environment

What aspects of the environment will increase the risk?



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Task

Does the job involve:

- Awkward postures
- Holding loads away from body
- Twisting
- Bending/ Stooping
- Reaching upwards
- Long travel distances
- Forceful pushing or pulling
- Repetitive handling



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Individual (You!)

Are you:

- Physically unfit?
- Ill?
- Injured?
- Pregnant?
- Requires unusual strength, height, etc.?
- Untrained?
- Unsuitably attired?



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Load

Is the load:

- Heavy?
- Bulky or unwieldy?
- Difficult to grasp?
- Unstable?
- Harmful i.e. sharp/hot?



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Environment

Is the floor slippery?
 Are there space constraints?
 Are there steps?
 Is it windy?
 Is it too hot/ cold?
 Is there poor lighting?



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Mechanical Aids

What is a mechanical aid?

Any equipment used to avoid or reduce manual handling

Examples?

Trolleys, Pallet trucks, Forklifts, Hoists, profile beds

Why (benefits)?

Safer, more efficient



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Recap questions

- What is a risk assessment?
- What does T.I.L.E stand for?
- What movements or postures increase the risk of injury?
- What characteristics of a load increase the risk of injury?
- What characteristics of a person increase the risk of injury?
- What characteristics of the environment increase the risk of injury?
- What are the benefits of mechanical aids?