

Manual Handling

Annual Refresher Training Document

Introduction

Welcome to your **Manual Handling Annual Refresher Training**. This document is designed to help reinforce your knowledge and skills in safely handling materials and equipment. Manual handling can involve a variety of tasks, and understanding the correct techniques is essential to preventing injuries and maintaining a safe work environment.

This training is mandatory and should be completed after watching the **supplied training video**, which outlines essential manual handling techniques. Please ensure you have watched the video before proceeding with the content of this document.

Training Objectives

By the end of this annual refresher training, you should be able to:

1. Identify the key risks associated with manual handling tasks.
 2. Demonstrate the correct lifting, carrying, and lowering techniques.
 3. Understand the role of ergonomics in manual handling tasks.
 4. Recognize the importance of personal protective equipment (PPE) in manual handling.
 5. Apply strategies to reduce the risk of injury while performing manual handling tasks.
 6. Complete the required documentation for any incidents or unsafe practices.
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1. Overview of Manual Handling

Manual handling refers to the physical activity of lifting, carrying, pushing, pulling, or lowering objects. The supplied video covered the types of manual handling tasks you may encounter, including:

- **Lifting:** Raising or lowering objects from one position to another.
- **Carrying:** Transporting objects over a distance.
- **Pushing/Pulling:** Moving objects horizontally, which may include using trolleys, carts, or other equipment.
- **Lowering:** Placing objects carefully to avoid injury or damage.

A. Risks of Manual Handling

The video outlined several potential risks related to manual handling:

- **Back injuries:** Caused by improper lifting or bending.
- **Musculoskeletal injuries:** Stress on joints, muscles, and tendons, leading to strains or sprains.

- **Repetitive strain injuries (RSIs):** Caused by repeated motions or static postures.
- **Slips, trips, and falls:** Due to obstacles or improper handling techniques.

B. Factors Affecting Risk

- **The weight and size of the load:** Heavier or awkwardly shaped loads increase the risk of injury.
 - **The position of the load:** Loads that are positioned too high or too low can make lifting more difficult.
 - **The environment:** Slippery floors, cluttered workspaces, or uneven surfaces increase the risk of accidents.
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2. Safe Lifting and Handling Techniques

The video provided detailed instructions on how to perform manual handling tasks safely. Here are the key takeaways for lifting, carrying, and lowering loads:

A. The Safe Lifting Process:

1. **Assess the load:** Before lifting, ensure the load is not too heavy or awkward. If it is, ask for assistance or use lifting equipment.
2. **Position yourself correctly:**
 - Stand close to the load, with your feet shoulder-width apart.
 - Bend at the knees, not the waist, and keep your back straight.
 - Ensure your grip is firm, with your palms facing the load.
3. **Lift with your legs, not your back:**
 - Push through your heels and straighten your legs to lift the load.
 - Avoid twisting your torso; turn your whole body if necessary.
4. **Carry the load:**
 - Keep the load close to your body, at waist height if possible.
 - Maintain a straight back and avoid leaning forward or sideways.

B. Lowering the Load Safely:

1. **Bend your knees** to lower the load, not your back.
2. **Use your legs** to guide the load down to a safe height.
3. **Place the load gently** rather than dropping it abruptly.

C. Carrying the Load:

- When carrying a load, ensure it is positioned at a comfortable height, typically around waist level, and maintain a firm grip.

- If you must carry it over a long distance, consider using equipment like trolleys or carts.
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3. Ergonomics in Manual Handling

The video highlighted how proper ergonomics can reduce the risk of injury during manual handling tasks. Ergonomics involves adjusting your environment and tasks to fit your body's natural movements and capabilities.

A. Ergonomic Guidelines for Safe Manual Handling:

- **Maintain good posture:** Stand tall with your back straight and shoulders relaxed. Avoid slumping or rounding your back.
- **Work at the correct height:** Adjust your workstation, shelves, or tables to reduce bending, stretching, or reaching.
- **Use mechanical aids:** Whenever possible, use lifting equipment, such as forklifts, trolleys, or conveyors, to reduce the physical strain on your body.

B. Avoiding Repetitive Strain Injuries (RSIs):

- **Alternate tasks:** If possible, switch between lifting and other activities to avoid repetitive motions.
 - **Take regular breaks:** Rest and stretch periodically, especially if you are performing manual tasks for long periods.
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4. Personal Protective Equipment (PPE) for Manual Handling

The video also emphasized the role of PPE in reducing injury during manual handling tasks. Ensure you wear the appropriate equipment for the task at hand.

A. Key PPE for Manual Handling

- **Gloves:** Provide a better grip and protection from cuts, abrasions, and blisters.
 - **Steel-toed boots:** Protect your feet from falling objects or mishaps.
 - **Back support belts:** These may be useful for individuals involved in heavy lifting (though they should not be used as a substitute for proper lifting techniques).
 - **High-visibility clothing:** Essential for visibility in areas with heavy machinery or traffic.
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5. Manual Handling Aids and Equipment

The video demonstrated various tools and equipment that can assist with manual handling, such as:

A. Lifting Equipment

- **Forklifts:** Useful for heavy lifting and transporting large loads.
- **Trolleys and carts:** Allow for easier transportation of items across distances.

- **Pallet jacks:** Ideal for moving heavy items on pallets.

B. Using Lifting Aids Properly

- Always ensure lifting aids are in good working order before use.
 - Make sure to push, not pull, heavy loads when using carts or trolleys.
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6. Reporting Incidents and Unsafe Practices

As part of this refresher training, you are reminded to report any unsafe practices, injuries, or near-misses that occur during manual handling tasks.

A. How to Report

- Immediately report any injuries, no matter how minor, to your supervisor or the safety officer.
- If you encounter a situation that feels unsafe, stop the task and inform your supervisor.
- Document any incidents in the designated log or incident report form.

B. Importance of Reporting

- Reporting helps identify potential risks and improves workplace safety protocols.
 - Timely reports can prevent further incidents and promote corrective actions.
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7. Final Quiz

After watching the video and reviewing this document, please complete the final quiz to assess your understanding of the material. The quiz will cover:

- Key safe manual handling techniques.
 - Correct ergonomic practices.
 - PPE requirements for manual handling.
 - Reporting and responding to unsafe practices and incidents.
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Conclusion

Thank you for completing your annual refresher training on Manual Handling. By following the techniques and procedures outlined in this training, you help ensure a safer working environment for yourself and your colleagues. Always prioritize safety, assess the risks, and use proper lifting techniques to prevent injuries.

If you have any questions or require further assistance, please contact your supervisor or the Training Coordinator.

Acknowledgment:

I hereby confirm that I have watched the training video and reviewed the content provided in this document. I understand and agree to abide by the safety and operational procedures outlined in this training.

Employee Name: _____ **Date:** _____

Supervisor Signature: _____