

Oxford Orthodontic Centre

MANUAL HANDLING POLICY

Incidents associated with manual handling activities account for 34% of all UK workplace injuries, which lead to absences from work of 3 days or more. The Manual Handling Operations Regulations 1992, introduced to ensure that employers take steps to reduce the risks of manual handling injuries, require that hazardous manual handling is avoided whenever it is reasonably practicable to do so. Where this is not possible, the Regulations require a process of risk assessment and the introduction of measures to reduce the risk of injury to the lowest level that is reasonably practicable.

The practice has provided instruction and guidance for manual handling and is also offering training in manual handling. To ensure that all members of staff are aware of the steps, the practice requires them to take to comply with the Regulations.

POLICY STATEMENT

The practice recognises that work related musculo-skeletal injuries from manual handling might affect all members of staff. It will take all reasonable steps to reduce, and will have the aim of eliminating, these injuries and will make diligent attempts to avoid putting staff at risk. Work activities which involve hazardous manual handling will have been identified by the procedures involved in hazard identification and risk assessment under the Management of Health and Safety at Work Regulations 1992. These activities include such operations as the lifting, lowering, pushing, pulling, supporting, carrying and moving of loads by hand or by bodily force. The Manual Handling Operations Regulations 1992 apply to these activities.

DUTIES OF PRACTICE MANAGER

To secure the health and safety of all members of staff with regard to manual handling operations:

- Manual handling operations which present a risk of injury are identified
- Handling operations which present a risk of injury are avoided, so far as is reasonably practicable, by eliminating the need for the load to be moved or by the introduction of automation or mechanisation
- Those operations that cannot be avoided are assessed using an ergonomic approach that considers the task, the load, the environment and individual capability to determine the level of risk
- Measures required to eliminate the risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and are used to implement a safe system of work
- All new work which might involve manual handling operations is assessed and safe systems of work are implemented before the work commences
- Annual reviews of assessments are made to ensure that they are still valid but re-assessment is carried out immediately if any of the components of the work situation have changed
- Incidents which result in musculoskeletal injury to staff are fully investigated and risk assessments and systems of work are reviewed in the light of such incidents

- Suitable information, training and supervision is provided for all employees engaged in manual handling tasks and that such training is recorded, monitored, evaluated and reviewed
- Any specific arrangements for complying with the Regulations which are introduced are documented and incorporated into the local safety policy

DUTIES OF EMPLOYEES

- The co-operation of employees is essential in reducing and eliminating the risks from manual handling
- Staff should therefore ensure that they comply with the following requirements
- They should follow the safe system of work designed and introduced by the management and should not deviate from this without good reason
- They should use any mechanical aids that have been provided for their use and for which they have been trained and any faults with mechanical aids should be immediately reported to the manager/supervisor
- They should assist and cooperate with the process of the assessment of risk
- They should assist the manager with the implementation of staff training, should attend training sessions as required and should apply the knowledge gained from training to their daily work
- They should report all accidents and occurrences which either caused, or could have caused, injury
- They should inform the manager/supervisor if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition
- They should not undertake any manual handling operation which they believe is beyond their capability
- They should report any unsafe systems of work to the manager/supervisor