MANUAL HANDLING AND LIFTING OPERATIONS

INTRODUCTION

There are many injuries sustained in the workplace each year from manual handling operations. As well as the human costs incurred by the individuals these injuries are costly to the employer. In addition to their overall duties, employers are bound by specific legislation to assess risks associated with manual handling operations in order to eliminate or minimise the risk of injury to their staff.

This document defines the legislative duties and provides guidance on complying with these requirements in Council establishments.

POLICY

The MRC requires all establishments, through risk assessment, to protect its staff and others under its managerial control (hereafter referred to collectively as “staff”) from the risk of injury from manual handling operations.

DEFINITIONS

Manual handling operations are defined as “transporting or supporting a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force”.

RESPONSIBILITIES

Directors and External Scientific Staff (ESS) team leaders are responsible for the implementation of this policy.

The actions required are set out in the Directors Summary.

This policy and guidance is available on our website at http://www.mrc.ac.uk/H&S/Welcome.htm
DIRECTOR’S SUMMARY

INTRODUCTION
This document provides advice and guidance on how to assess the risks associated with manual handling. Risk assessment provides the best means toward ensuring our staff work with the minimum risk of injury, in particular to the back.

As well as the overall duty of the employer to assess risks, there are specific legal requirements found in the Manual Handling Operations Regulations 1992. These regulations require employers to:

- **avoid**, so far as is reasonably practicable, manual handling operations that could give rise to injury;
- **assess** the injury potential in manual handling operations that cannot be avoided and, based on that assessment –
- to introduce appropriate measures to **reduce** the risk of injury so far as is reasonably practicable.

GUIDANCE
The attached guidance notes can assist staff in the process of risk assessment. They cover the identification of potentially ‘at risk’ groups and specific activities, the process of risk assessment, training requirements and separate guidance for staff.

ACTION REQUIRED

- To review all work activities involving Council staff in order to identify all manual handling operations that may require a risk assessment.
- To identify all staff required to carry out manual handling operations and ensure that they receive appropriate training.
- To carry out detailed risk assessments where appropriate, implement any risk reduction measures identified as necessary, and record the results of the assessments.
- To ensure all staff are made aware of this Policy and Guidance.
- To ensure all staff are provided with basic information to enable them to carry out simple manual handling operations safely and recognise their own limits.
- To establish a mechanism by which any new manual handling task introduced into the workplace is properly assessed.

This Policy and Guidance is intended for all staff with line management responsibilities, especially those who manage staff engaged in manual handling as part of their normal duties. In addition, all staff should be familiar with the contents of Guidance Note 4.

MRC Health and Safety section
Headquarters Office