

MANUAL HANDLING GUIDELINE

The following guidance notes provide some basic information on a few common manual handling activities in the University.

Should you require further assistance to address a specific issue in your School/Branch, please contact the relevant [HSW Division/Faculty Manager](#) who will provide additional information.

Activity	Guidance Note
<p>Where you are required to complete an activity which involves lifting, lowering, pushing, pushing or pulling.</p>	<p>Plan the activity before commencement:</p> <ul style="list-style-type: none"> • Assess the load, the weight and the environment; • Determine how it will be handled and where it will be placed; • Identify if mechanical assistance/aids or another person is required to move the object, animal or person; and • Ensure the path of travel is clear. <p>Determine the best technique:</p> <ul style="list-style-type: none"> • Ensure you are balanced and avoid unnecessary bending, twisting and reaching; • Ensure you are able to maintain a secure grip; • Ensure you are able to pull the load close to your body and the heaviest part of the object is closest to your body; • Ensure you use your legs to initiate the transfer or the lift wherever possible. (e.g. not your arms or back); • Ensure for team lifts, you communicate with the other person(s) involved how you will transfer the item, when you start and where you will finish. Break the task into stages if necessary; and • Ensure if you are travelling down/up stairs, that you can see you feet and can hold the rail with one hand. <p>Cease the activity if it is beyond your capacity and re-assess the task.</p>

Activity	Guidance Note
<p>Where you are required to transfer/move a person in your role.</p>	<p>Consider the following:</p> <ul style="list-style-type: none"> • Can you eliminate the task? <ul style="list-style-type: none"> • Encourage the person to weight bear and transfer/move themselves rather than having to otherwise assist or carry the person. • Can you alter the items used or provide mechanical handling equipment? <ul style="list-style-type: none"> • If the person is unable to walk, use available equipment e.g. wheelchair in Security office. • Can you provide safe systems of work for activities where there have been identified risks? <p>For example, if the person is on the floor are there safe operating procedures which include:</p> <ul style="list-style-type: none"> • Not to manually lift a person from the floor. • To lay the person down and make them comfortable. • To assess the person for possible complications e.g. stroke, heart attack, bleeding wound, fracture/dislocation. <ul style="list-style-type: none"> • To consider their weight and height, physical function (e.g. control of their arms and legs) • To consider their mental status and cognition: <ul style="list-style-type: none"> <input type="checkbox"/> Do they understand what you are saying? <input type="checkbox"/> Are they agitated or confused? <input type="checkbox"/> Are they aggressive or resisting assistance? <input type="checkbox"/> Can they hear you? <input type="checkbox"/> Are they communicating with you? <input type="checkbox"/> Could there be a language barrier? • To check that there are no obvious signs of injury (e.g. no pain with movement of their legs and arms) or unpredictable behaviour; <p>(Note - If the person is injured, then contact your First Aid Officer and do not move them until a further assessment has been conducted.)</p> • To assist the person to stand by rolling them onto their side, then onto all fours and then into a kneeling position. (Using a chair as a prop if possible).

Activity	Guidance Note
Where you are required to transfer/move a person in your role. (Continued)	<ul style="list-style-type: none"> • To gain assistance from another person where possible. • To be aware that the person's ability to weight bear may change, and if assisting, not hold their hand or link under their arm, but to take their elbow and provide support by their side. This will reduce the risk of being dragged down with the person should they fall. • If the matter is serious, call for an ambulance. • Have you provided training on safe systems of work?
Where you are required to move an animal in your role	Consider the following: <ul style="list-style-type: none"> • Can you eliminate the task – i.e. does the animal need to be moved? Are there other alternatives available to achieve the same result? • Can you alter the items used or provide mechanical handling equipment? <ul style="list-style-type: none"> • Use trolleys, wraps and other aids as appropriate. • Consider if the animal can be placed in a container, cage or box and transferred on a trolley. • Muzzle the animal if appropriate. • Do you require assistance? • Are you wearing appropriate personal protective equipment (e.g. gloves, footwear)? <p>(Note - in addition to the manual handling requirements be aware of being bitten, scratched, kicked, horned or stung and the level of unpredictability mid-move).</p>