

Manual Handling Operations Policy

Introduction

The *Manual Handling Operations Regulations 1992 (MHOR)*, defines manual handling as the transporting or supporting of any load, using physical effort, which also includes lifting a person. MHOR requires the employer to avoid the need for manual handling activities, and the hazards arising.

Where it is not possible to eliminate manual handling, an assessment must be undertaken to determine the level of risk. Suitable control measures must then be introduced to reduce the risk of injury to the lowest extent. This may be achieved by the use of automation, mechanical aids or redesigning the system of work. The use of personal protective equipment should also be considered in the risk assessment.

The HSE produced guidance and it is the policy of the University of Portsmouth to follow this best practice guidance.

Manual Handling – A brief guide - <http://www.hse.gov.uk/pubns/indg143.pdf>

Manual Handling – Guidance on the Regulations -
<http://www.hse.gov.uk/pubns/priced/l23.pdf>

Legislation

The five main pieces of legislation of specific relevance to manual handling operations are:

- a) *The Health & Safety at Work Act 1974*
- b) *Management of Health & Safety at Work Regulations 1999*
- c) *The Manual Handling Operations Regulations 1992*
- d) *Provision and Use of Work Equipment Regulations 1998*
- e) *Lifting Operations and Lifting Equipment Regulations 1998*

a) The Health & Safety at Work Act 1974 (HSAW)

Section 2.2 of the HASW Act requires employers so far as is reasonably practicable “to provide and maintain plant and systems of work that are safe and without risk to health. Plant covers any machinery, equipment or appliances including portable appliances.”

b) The Management of Health & Safety at Work Regulations 1999 (MHSW)

In order to implement the MHSW Regulations "Every employer shall make suitable and sufficient assessment of:

- i. the risks to the health and safety of his employees to which they are exposed whilst at work
- ii. the risks to ensure the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking."

c) The Manual Handling Operations Regulations 1992 (MHOR)

The Manual Handling Operations Regulations 1992 (as amended), seek to prevent injury from the manual handling of loads. They establish a clear hierarchy of measures for dealing with risks from manual handling. These are:

- i. avoid hazardous manual handling operations so far as reasonably practicable
- ii. assess any hazardous manual handling operations that cannot be avoided
- iii. reduce the risk of injury so far as reasonably practicable.

d) ***The Provision and Use of Work Equipment Regulations 1998 (PUWER)***

In order to meet the requirements of PUWER the University ensures that work equipment is:

- i. suitable for use, and for the purpose and conditions in which it is to be used
- ii. maintained in a safe condition for use so that people's health and safety is not at risk
- iii. inspected, in certain circumstances, to ensure that it is and continues to be safe for use. Any inspection should be carried out by a competent person and a record kept.

The University also ensures that risks created by using the equipment are eliminated where possible or controlled as far as reasonably practicable.

e) ***Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)***

In order to meet the requirements of LOLER the University, when undertaking lifting operations or providing lifting equipment for others to use, manages and controls the risks to avoid any injury or damage, by:

- i. planning lifting operations properly
- ii. using people who are sufficiently competent
- iii. appropriate supervision
- iv. ensuring lifting operations are carried out in a safe manner

Responsibilities

Deans and Heads of Departments and Professional Services

Deans and Heads of Departments and Professional Services are responsible for ensuring that Manual Handling Operations that cannot be avoided in their departments are carried out in accordance with this policy and that adequate resources are made available.

Managers and Supervisors

Managers and Supervisors must be familiar with and adhere to the HSE guidance ([IND G143\(rev3\) - A Brief Guide](#)) and in summary ensure that:

- i. hazardous manual handling operations under their control are avoided as far as is reasonably practicable.
- ii. where manual handling operations cannot be avoided, appropriate risk assessments are carried out and action taken to reduce the risk as far as is reasonably practicable, using mechanical aids and personal protective equipment if appropriate
- iii. consult with employees who undertake the manual handling operations when undertaking the risk assessment
- iv. adequate information and training is provided to persons carrying out manual handling operations
- v. employees are properly supervised
- vi. if an employee's health is being affected by their work or their ability to perform their job is being affected by health issues, the manager should speak to them in the first instance to resolve the problem and if necessary make a management referral to Occupational Health.

Employees

Employees must ensure that:

- i. they comply with instruction and training which is provided in safe manual handling activities
- ii. their own health and safety is not put at risk when carrying out manual handling activities
- iii. they use equipment which has been provided to minimise manual handling activities
- iv. any problems relating to the activity are reported to a responsible person
- v. if their health is being affected by their work or their ability to perform their job is being affected by health issues, they should speak to their line manager in the first instance to resolve the problem, in liaison with Occupational Health
- vi. they use any personal protective equipment provided

Risk Assessments

Hazardous manual handling operations must be covered by a suitable and sufficient risk assessment carried out by a competent person following the HSE Guidance ([IND G143\(rev3\) - A Brief Guide](#)). Departments are responsible for retaining copies of risk assessments.

Information and training

Information on risks and training on safe handling is offered to all employees who carry out manual handling operations. Training needs should be identified and reviewed by Managers / Supervisors. Refresher training will also be given at 3 yearly intervals. For details see: <http://www.port.ac.uk/departments/services/humanresources/healthandsafety/training/>

The manual handling of people, liquefied gases, hazardous and dangerous substances (eg, biological, chemical, radioactive substances) requires specialist training and risk assessments. Please contact the Health & Safety Office for further advice.

The University uses the [HSE's definition](#) of competent person as someone who has:

- i. sufficient knowledge of the tasks to be undertaken and the risks involved
- ii. the experience and ability to carry out their duties in relation to the task, to recognise their limitations and take appropriate action to prevent harm to those carrying out the task, or those affected by the work

Competence develops over time. Individuals develop their competence through a mix of initial training, on-the-job learning, instruction, assessment and formal qualification.

Record keeping

The Health & Safety Office keeps records of Manual Handling Training. Departments should retain copies of Manual Handling Risk Assessments.