

CHS004

Safer Manual Handling Policy



SAFER MANUAL HANDLING POLICY

Links

The following documents are closely associated with this policy:

- Health and Safety Policy
- Accident, Near Miss & Dangerous Occurrences Reporting Policy
- First Aid Policy
- Investigations Policy

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Version	Date Approved	Publication Date	Approved by	Summary of Changes
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INTRODUCTION

Catena Inspection & Lifting Engineering Services Ltd (here after known as CATENA) is committed to attaining the highest standards of quality in our working environments.

Catena acknowledges its responsibilities as an employer to provide a safe and healthy working environment for all its employees as required under the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and the Manual Handling Operations Regulations 1992 (as amended in 2002).

Catena recognises the inherent risks, which moving, and handling poses to the individual and by partnership working with our staff are committed to addressing these risks in a proactive way by employing good risk management systems and ergonomic practice.

As far as is reasonably practicable, we aim to eliminate moving and handling activities where there is a risk of injury. Where this is not possible, we aim to implement a range of actions supporting the continual development of safer handling practices and support mechanisms across the workplace.

OBJECTIVES

The overall objective of this policy is to, where reasonably practicable; eliminate moving and handling activities where there is a risk of injury. Where this is not possible; to implement actions to support the continual development of safer handling practices and support mechanisms across the workplace. Examples of how this will be achieved are:

- Ensure that the risk to employees in the manual handling of loads is assessed and risk control strategies developed and implemented where significant manual handling risks are identified.
- Promote a culture of safer manual handling practice and awareness within Catena.
- To ensure that staff are provided with sufficient information, instruction, appropriate equipment and training on safer manual handling practice.

SCOPE

This policy will apply to:

- all employees
- those undertaking work on behalf of Catena
- any person on Catena premises and/or in vehicles, who is not an employee of the Catena.
- It is the responsibility of the relevant Manager to ensure that any third party are aware of this policy and that adherence is monitored.

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DEFINITIONS

Manual handling: encompasses the transporting or supporting of a load by hand or bodily force including lifting, lowering, pushing, pulling, carrying. All these manual handling activities are covered by this 'Safer Manual Handling' policy. Manual Handling may also be referred to as 'moving and handling'.

A load: is defined as a separate movable object. This can be a person or inanimate objects such as equipment, tools, or machines.

Ergonomics: is the interaction between people and their environment, which takes account of the activity and the equipment used within the activity. Making the job fit the person and not the person fitting the job. An ergonomic approach to manual handling aims to eliminate hazardous manual handling or reduce manual handling through better design of the work systems.

Safer handling: Safer handling aims to, where manual handling is unavoidable, reduce any risk of injury to the lowest level reasonably practicable.

Musculoskeletal disorders (MSDs): indicates problems such as low back pain, joint injuries and repetitive strain injuries of various sorts. They can arise from manual handling incidents or from periods of static posture (such as sitting for a long period) or regular stooping, twisting or bending, and often caused by cumulative effect rather than being attributable to a specific incident.

Reasonably practicable means balancing the level of risk against the measures needed to control the risk in terms of money, time and trouble.

RESPONSIBILITIES

The **Company Director** has overall accountability for ensuring the health, safety and welfare of Catena employees, visitors and other affected by Catena activities.

The **Company Director** is the nominated lead with responsibility for the management of health and safety within Catena and this includes manual handling.

The **Company Director** supported by the **Business and Development & QA Manager** is responsible for the development of this policy and all associated procedures.

The **Business and Development & QA Manager** is responsible for ensuring that manual handling risk assessments are conducted, reviewed appropriately, safe systems of work developed, and action plans implemented as set out in the risk assessment framework.

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- is responsible for ensuring implementation this policy including ensuring that relevant risk assessments are carried out, records kept and where significant risks are identified these are actioned in a timely manner.
- must have an understanding of the Manual Handling policy and associated arrangements.
- ensure that staff for whom they are responsible receive appropriate information, instruction, appropriate equipment and training in relation to safer manual handling, including manual handling refresher training
- ensure that incidents relating to manual handling are reported, investigated and remedial action taken where necessary.
- Bring this policy to the attention of staff for whom they are responsible and ensure they adhere to safe systems of work.

Employees play a crucial role in the delivery of safe working practices. In particular they have the following responsibilities and should ensure that:

- They cooperate with management to achieve the aims of this policy.
- Their own health and safety is not put at risk when carrying out manual handling operations. This will require them to carry out a personal dynamic risk assessment before each event and to request assistance if they require it.
- Follow appropriate safe systems of work established by Catena to promote safety during the handling of loads, particularly carrying out individual risk assessments and maintaining personal competence.
- They report all incidents, near misses or hazards involving manual handling operations.
- They comply with all information, instruction and training given to them in safe manual handling operations.
- They make use of appropriate equipment that has been provided for them to minimise manual handling activity and/or manage associated risks.
- Any difficulties encountered relating to manual handling activities are reported to their Line Manager.
- Any defective manual handling equipment is reported to their Line Manager.
- They maintain a level of fitness commensurate to the work they are employed for as a good standard of general fitness can help reduce injuries from manual handling operations. Employees are responsible for reporting to their line manager any medical or other condition which may affect their ability to undertake manual handling operations.

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- They should not unduly expose themselves and/or their colleagues to risk of manual handling related injury on account of work-based time pressures.

PREGNANCY/ RETURN TO WORK FOLLOWING PREGNANCY OR MUSCULO-SKELETAL INJURY

Employees who are or who have recently been pregnant must have particular regard to their capabilities for safe manual handling operations. Any concerns they may have, or their medical supervisory team may have concerning their abilities must be reported to Catena immediately.

Upon notification of pregnancy operational staff must be immediately assessed for risks associated with manual handling activities and where appropriate deployed to alternative duties. Catena is committed to ensuring their special needs and requirements are addressed as far as is reasonably practicable.

Prior to returning to work following pregnancy or injury a meeting should be arranged between the staff member and their Line Manager to discuss return to work assessment and manual handling refresher / update training and support appropriate to their role and/or circumstances.

INFORMATION, INSTRUCTION AND TRAINING

Catena recognises the need for standards in safer manual handling training and the provision of advice. Catena accepts the legal requirement that all employees receive an appropriate level of manual handling training commensurate with their work. Manual handling training is included in Catena's statutory and mandatory training programme.

All safer manual handling techniques taught which involve equipment will be based upon what is considered to be best practice at the time. In the event of new equipment being introduced a documented risk assessment will be conducted and findings made available to relevant parties.

Training and information will be provided by employees competent to instruct in handling and moving techniques.

For existing staff Manual Handling refresher training is delivered:

- On introduction of new items of equipment for use during handling and moving operations.
- As part of any return to work assessment, as appropriate.
- Where a training need is identified (e.g. following an accident or when raised by an employee).

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All new employees will receive manual handling training appropriate to their role as part of their basic training and/or induction programme to Catena.

RISK ASSESSMENT

Generic and specific manual handling risk assessments are available for all staff to view on the Catena hard drive. Updates will be published via appropriate Catena communications methods.

Formal manual handling risk assessments are undertaken by competent members of staff that have a thorough understanding of the manual handling tasks to be performed.

Manual handling risk assessments will be kept up-to-date and reviewed at least every two years or earlier in the light of any reportable manual handling related injury, update in best practice or purchase of new equipment.

MOVING AND HANDLING AIDS AND EQUIPMENT

Catena has a selection of moving and handling aids and equipment available to staff.

No equipment (including vehicles) with implications for manual handling operations should be introduced without prior consultation with the relevant employees and proper authorisation.

Maintenance/inspection programmes for handling aids must be confirmed by the relevant manager.

CONSULTATION

All persons with specific responsibilities within this procedure have been given an opportunity to comment on its content prior to approval.

The procedure has also been discussed with staff for comments prior to approval.

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SOURCES

- Manual Handling Operations Regulations 1992 (as amended in 2002).
- Manual Handling Operations Regulations 1992: Guidance on Regulations; fourth edition

MONITORING COMPLIANCE AND EFFECTIVENESS OF THE PROCEDURE

The Managing Director maintains the compliance and effectiveness of this Procedure through.

- monitoring information in the form of statistical analysis of incidents including manual handling and equipment-related incidents
- Trends in and level of sickness absence relating to manual handling i.e. musculoskeletal disorders is a benchmark used to monitor the effectiveness of the implementation of this policy

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