

## 4 principles of manual handling back care

### Ergonomics & Manual Handling

#### Key Elements of Course Outline



#### Introduction to Ergonomics

- | Anthropometry and Anatomy

#### Types and causes of injuries and illnesses

- | Back/lower limb

#### Ergonomics principles applied to:

- Manual Handling

- Work Movement procedures

- Work area layout

- | Seated & Manual Handling workstation jobs

- | Standing & Manual Handling workstation jobs

#### The Manual Handling Operations

- Correct and Proper Handling & Lifting Techniques

- The manual handling risk assessment procedure

#### Manual Handling Checklists

- | Instruction and demonstration

- | Practical exercises

- | Risk prioritization process

- Solution design

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### Book Descriptions:

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## Book Descriptions:

# 4 principles of manual handling back care

The mode of transfer must be discussed and the child involved in the planning and implementation of the procedure. Shoes should have flat heels, covered toes and provide good support to the feet. Articles of jewellery, which could become entangled, should be removed. Brakes must be applied to moveable equipment. The centre of gravity should fall within the base of support to give a more stable posture. The strong leg muscles are used to reduce the stress on the spine. Both client and handler should be fully prepared and the timing agreed eg one, two, three lift. Good posture can be practised while sitting, lying, standing, walking, working and exercising. A good posture is one that puts the least possible amount of strain on your joints and muscles and takes a minimal amount of energy to maintain. A good posture also limits the wear and tear on joints and helps prevent injury, joint and muscle fatigue. Remember that the constant bending involved in carrying out daily routines can be very stressful on your back. A supportive mattress is essential. These include workrelated musculoskeletal disorders MSDs such as pain and injuries to arms, legs and joints, and repetitive strain injuries of various sorts. If any of these tasks are not carried out appropriately there is a risk of injury. This meant that the operators were continually reaching down or up, both of which increase the risk of injury. However, where it is not possible to avoid handling a load, employers must look at the risks of that task and put sensible health and safety measures in place to prevent and avoid injury. The plants were heavy, bulky and of varied sizes and shapes. Workers had reported severe back strain when handling these plants. The new barrow means just one person rather than two is needed to transport plants and workers report there is no longer a back strain issue. The load should be kept close to the body for as long as possible while lifting. Where is the load going to be placed.[http://practicmed.ru/files/command\\_and\\_conquer.xml](http://practicmed.ru/files/command_and_conquer.xml)

- **4 principles of manual handling back care system, 4 principles of manual handling back care center, 4 principles of manual handling back care program, 4 principles of manual handling back careers.**

Will help be needed with the load. Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip. The feet should be apart with one leg slightly forward to maintain balance alongside the load, if it is on the ground. Be prepared to move your feet during the lift to maintain your stability. Avoid tight clothing or unsuitable footwear, which may make this difficult. This may be better than gripping it tightly with hands only. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back stooping or fully flexing the hips and knees squatting. This can happen if the legs begin to straighten before starting to raise the load. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time. Look ahead, not down at the load, once it has been held securely. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help. If precise positioning of the load is necessary, put it down first, then slide it into the desired position. Please read our full cookie policy. Workplace illness and injuries carry significant costs, both financial and reputational. Our membership is designed to help you manage legislation and compliance while systematically improving your health, safety and environmental standards. We educate people all over the world to help them improve their knowledge and skills in health, safety and environmental

management.<http://adrijaadrika.com/userfiles/command-and-conquer-3-manual-pdf.xml>

We continually engage and work with members and others to protect people and enable businesses to thrive, whether promoting awareness raising campaigns; advocating policy positions and research or acting as a platform to share insights and inform consultations. We also hold a range of professional events, including conferences and workshops, designed to keep the community of health, safety and environmental practitioners up to speed on the latest industry best practices. These publications are available in both print and digital formats. You can subscribe to them or buy specific copies. Two newsletters free of charge are delivered monthly as well one contains news of occupational health, safety and environment and updates on the British Safety Council activities and one highlights some of the news and features in Safety Management. This section covers who we are and what we stand for, how we work internationally, our people, success stories from organisations we've worked with, access to our digital archive and our media centre. Failure to ensure the health and safety of employees when working with large or heavy loads can lead to serious injury and may come at a great cost to your business. This includes lifting, putting down, pushing, pulling, carrying, manoeuvring or transporting. Our Health and Safety in the Workplace booklet provides advice on the subject, together with several other health and safety common issues that everyone should be aware of. However, these can also present their own additional risks. A minor issue or concern identified may receive informal advice whereas more serious issues for example a lack of manual handling risk assessment could result in enforcement action being taken. If an officer believes that there has been a material breach of health and safety regulations, an improvement notice may be issued.

If this breach presents a risk of serious injury, then a prohibition notice may be provided which stops the activity from being conducted until the problem has been resolved. It is estimated that 21% of all nonfatal workplace injuries are attributable to manual handling injuries and that onethird some 156,000 of musculoskeletal disorder injuries are also caused through manual handling activities. These are a combination of the load, the task, the environment and the individual. A manual handling risk assessment may also be required at this stage. The HSE has provided guidance on reasonable weight limits based on the lifting ability of an average fit male or female see the below image. Situational factors to consider are the strength, fitness, and underlying medical conditions the person might have. Then weight to be lifted and distance to be carried, the nature of the load, the postures to be adopted and the availability of equipment to facilitate the lift. However, this can present additional problems including obscured vision during the activity and uneven distribution of weight and content. In such cases, the operation of the equipment must be conducted by a competent person in a safe manner. However, with more than 100,000 people in the UK still affected by manual handling injuries in the workplace each year, more needs to be done. A report by the HSE found that the emphasis of training should be on changing attitudes and behaviour and promoting risk awareness among workers and managers. Manual handling a suitable case for treatment discusses dangers, benefits and most effective way to implement safe manual handling practices in the workplace. Providing adequate training and increasing awareness of the risks associated with poor techniques will help decrease the probability of injury occurring. Registered Charity No. 1097271 and OSCN No. SC037998. We want to assure you that Virtual College has comprehensive Coronavirus Business Continuity plan.

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Find out how we can help you here. In doing so, bosses can weigh up all the potential hazards and take steps to mitigate them, ensuring that the whole process can proceed smoothly and safely. Click here to read our legislation guide. Given that 12.3 million working days are lost annually due to workrelated musculoskeletal disorders, it should be clear why preventing manual handling accidents is crucially important from both a safety and a financial perspective. These four factors can be easily remembered by using the acronym TILE. In particular, consideration should be given to whether the

lifter will need to stoop down or twist at the waste at any point, as well as making sure that those involved will have adequate opportunity to rest and recover. Some tasks may require a person with a specific level of strength, while others may not be suitable for certain individuals due to prior injuries they may have sustained. As such, it's worth taking the time to think about whether the object in question has an unwieldy shape, whether it is difficult to grasp, whether it obscures the carrier's view when they hold it or whether its contents are likely to shift around during transit, which can affect balance. This is especially the case if space is restricted, if the ground is uneven or slippery, if the lighting or ventilation is poor, and if the environment is exposed to weather and the elements. As such, taking these factors into account should also be a key part of the risk assessment process. Workers should also be advised to avoid twisting the body as much as possible by turning their feet to position themselves and to make sure that one person is responsible for coordinating collective action when lifting as a team. Above all else, it's vital to take an ergonomic approach that adapts procedure according to the results of the risk assessment, rather than trying to apply a one-size-fits-all approach that doesn't account for different circumstances.

<http://helpmequickbooks.com/images/canon-mp520-printer-manual.pdf>

If you want to go back to a course, or start a course, bought from our old website then you may need to login to our original learning management system. Otherwise, please proceed to our new learning management system to return to your training. If you continue without changing your settings, we'll assume that you are happy to receive all cookies. However, you can change your cookie settings at any time. View Privacy Policy. Informa PLC's registered office is 5 Howick Place, London SW1P 1WG. Registered in England and Wales. Number 8860726. April 17, 2016 Many of these injuries are caused by a simple failure to follow correct manual handling techniques. Common injuries range from pulling a muscle to damaging tissue, trapping a nerve, crushing vertebrae or causing a hernia. Most injuries are to the back, but hands, arms and feet are also vulnerable to fractures and lacerations. As Jonathan Backhouse argues, one of the most common causes of back pain is poor manual handling, which is why it's so important to ensure people follow the best advice. The estimated days lost for different kinds of injury, according to the same report, was statistically more significant for handling, lifting and carrying 32 per cent than for any other kind of accident see figure 1. The contribution of research into the biomechanics of the spine to understanding spinal loading is important here. It states that the content should include There are many factors why this is the case; for example, as shown above, a significant proportion of the course books do not include the good handling technique. In many cases the students will inform me that they have been taught to bend the knees and keep the back straight. There has possibly been too much focus on the position of the back and less on whole body biomechanics and the body's ability to tolerate the load in a particular handling task.

<http://henrikedmark.com/images/canon-mp520-printer-user-manual.pdf>

What people often remember as the key message is the back in this or that position from a training session or reading a book. Excessive pressure is placed on the knees during the squat lift, especially if lifting from the floor and placing hands under the load means the arms will become over extended. Many of those working in the care industry will have received training based on The Guide to Handling of People 6th edn. Pristine Condition have applied this experience to industry and manual handling. People get stuck in bad habits, or have been trained incorrectly in the first place, leading to back pain and other long-term injuries. It's important to remove the myths associated with lifting and handling. Correct technique doesn't just have to be work related, it can carry over into the home as well. Pristine Condition offer continuous support for their clients, and this support should be maintained within the workplace. References Manual Handling Operations Regulations 1992; Statutory Instruments 1992 no. 2793. Available from. Available from p4446. The principles of good manual handling Achieving a consensus. The principles of good manual handling Achieving a

consensus. Biomechanics of back pain, in Polak, F. 2011 Mechanics of human Injury, in Smith, Jacqui, ed 2011 The Guide to Handling of People 6 th edn, BackCare, p60. Introduction to Health and Safety at Work, 5th edn, Oxford, Taylor and Francis. Introduction to Health in Construction, 4th edn, Oxford, Taylor and Francis. International Health and Safety at Work, 2nd edn, Oxford, Taylor and Francis. Health and Safety at Work Essentials, London, UK, Law Pack Publishing Limited. The Health and Safety Handbook, London, Spiro Press. NEBOSH Award in Health and Safety at Work, Unit HSW1, London, Rapid Results College. Safety at Work, Oxford, Elsevier. Managing Safely your Workbook, version 3, Leicester, IOSH. Working Safely your Workbook, version 3, Leicester, IOSH. Principles of Manual Handling, London, CIEH.

Workplace ergonomics a practical guide, Leicester, IOSH. NEBOSH Certificate, NGC2, London, Rapid Results College. NEBOSH National Diploma, Unit B Vol. 2, London, Rapid Results College. Health and Safety First Principles, 2nd edn revised by Bryant, D., London, CIEH. The principles of good manual handling Achieving a consensus. Available from p40. The world is about to see the biggest return to work program ever faced. As Jonathan Backhouse argues, one of the most common causes of back pain is poor manual handling, which is why its so important to ensure people follow the best advice. Many who focus solely on the back and not the whole body. I note that the references in general relate to UK authors and publishers, I wonder how much conflicting information is based within the EU How many people in real life, whether at work or doing gardening, household maintenance etc. Workplaces are locations where getting the job done is what is required and taking an inordinate amount of time to do everything written in MH guidance is impractical. I know of no one who regularly lifts boxes of A4 paper from ground level, yet it is always dragged up when people talk about MH activities. You are viewing premium content from Croneri. A manual handling activity that represents a significant risk should be avoided, automated or mechanised wherever possible. This topic outlines the steps that can be taken to manage manual handling operations effectively. Employers Duties Employers have a general duty to ensure, so far as is reasonably practicable, the health and safety at work of all employees under the Health and Safety at Work, etc Act 1974. Under the Manual Handling Operations Regulations 1992, the employer must avoid the need for hazardous manual handling operations, so far as is reasonably practicable. Where a hazardous manual handling operation cannot be avoided, you should carry out a thorough assessment and use it as the basis of action to minimise the risk.

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As part of these measures, provide suitable training and information to employees. Include in this training the principles of correct handling, a safe system of work and the use of any risk reduction measures provided by the employer. Provide precise information on the nature of the load to be handled, including weight, centre of gravity, etc. Monitor the effectiveness of those measures, and reassess where necessary. Employees Duties Employees have a duty to take reasonable care of their own health and safety and that of other people who may be affected by their work Health and Safety at Work, etc Act 1974. The Manual Handling Operations Regulations 1992 require employees to make full and proper use of any system of work intended to reduce the risk of injury from manual handling activities. The Management of Health and Safety at Work Regulations 1999 require employees to use any machinery, equipment, transport, safety devices and means of production in accordance with any training and instructions provided by the employer inform the employer of any serious and imminent dangers to health and safety inform the employer of any shortcomings in the employers health and safety arrangements. In Practice Guidance L23 Manual Handling Operations Regulations 1992 — Guidance on Regulations is produced by the Health and Safety Executive. An updated fourth edition was published in 2016. The main messages about the actions employers and workers should take to eliminate or control risks have altered very little since earlier editions.

However, the text has been simplified and the updated guidance features revised details about risk assessments. The HSE website contains a range of further guidance in its back pain section. Musculoskeletal Disorders Musculoskeletal disorders MSDs caused by manual handling often take the form of back pain or upper limb disorders ULDs which affect the arms, shoulders and neck.

Both MSDs and ULDs are common in the workplace, with MSDs estimated to account for around 40% of all workrelated ill health. Most back pain episodes are from minor injuries such as sprains and strains. The majority of these episodes are not normally serious and tend to disappear after a short while. However, as the spine is central to movement, even quite small amounts of damage can cause a great deal of pain and discomfort. In serious cases severe back pain can be debilitating and result in considerable periods of sickness absence. In some cases it can be career limiting. Preliminary Manual Handling Assessment A detailed assessment of every manual handling operation is a major undertaking. The purpose of a preliminary assessment is to determine which manual handling activities involve a significant risk of injury and therefore warrant a full assessment. First, identify all manual handling activities undertaken by employees by, for example referral to a generic risk assessment of work activities consultation with employees workplace inspections observation. Then evaluate the activities to determine those that present a significant risk. The HSE risk assessment filter is a good starting point. The HSE Risk Assessment Guideline Filter The HSE risk assessment guideline filter gives numerical values of loads above which a risk may exist. If a task is within the filter values, then the HSE state that more detailed risk assessment is unnecessary unless individual employees may be at significant risk, eg pregnant workers, young workers, those new to the job, or those with a significant health problem or a recent injury. HSE lifting and lowering risk filter If a task is above the filter values, or if an assessor is not sure that a task is low risk, the HSE advises that a more detailed risk assessment should be completed. The HSE states that applying the guideline filters should provide a reasonable level of protection to around 95% of working men and women.

The guidelines assume the load is easy to grasp the manual handling operation takes place in good working conditions, with the handler in a stable position the handler is suitably trained and able to carry out the manual handling operation in accordance with that training there is an adequate recovery period between each handling activity the task does not involve any stooping or twisting. Although the guidelines may be used to decide which operations may need a full assessment, it is important to note they are not intended as safe weight limits for lifting. There are no limits below which manual handling activities can be regarded as safe. Some factors will reduce the weights indicated in the guideline figures, eg twisting and frequent manual handling. Twisting The guideline figures must be reduced if the handler twists to the side during the manual handling operation. Frequent Manual Handling The guideline weights are for infrequent operations, with adequate recovery periods, that is up to about 30 manual handling operations an hour. The guideline figures need to be reduced by about 30% if the manual handling operation is repeated once or twice per minute halved if the operation is repeated five to eight times a minute reduced by about 80% if the manual handling operation is repeated more than 12 times a minute. Detailed Manual Handling Risk Assessment Where more detailed risk assessments are required, the Manual Handling Operations Regulations 1992 state that they must be suitable and sufficient. They must look at the complete handling operation and anticipate reasonably foreseeable factors. The mnemonic TILE or TILEO is sometimes used to remember the key factors Task, Individual, Load, Environment and Other.

Who should conduct the risk assessment Risk assessments must be carried out by a competent person, who should understand the regulations understand the handling operations to be assessed be aware of human individual capabilities and limitations be able to recognise risks and recommend reasonably practicable solutions judge what constitutes an acceptable residual risk. Record the significant findings of the manual handling risk assessment in a retrievable medium except when the

assessment is simple, obvious, and easily repeatable the risks can be shown to be insignificant the handling operation is low risk and short lived, and the time taken to compile a record can be shown to be disproportionate. Ideally, the risk assessments should be completed by a suitably trained and experienced employee. Where this cannot be achieved, ask a suitable external person or body to do these assessments. Once produced, keep the manual handling risk assessments up to date, review them at appropriate intervals and revise them when a significant change occurs, or in the light of experience. Manual Handling Assessment Charts MACs The HSE has developed a tool called the Manual Handling Assessment Chart MAC, which can be used to help assess the most common risk factors in lifting, carrying and team handling. Managers may find the MAC useful to help identify highrisk manual handling operations and to help complete detailed risk assessments. The tool includes a “traffic light” system to indicate risk levels red for high risk, amber for medium risk and green for low risk. INDG478 Risk Assessment of Pushing and Pulling, published by the HSE, contains guidance on reducing risks for these types of moving and handling. It includes a RAPP tool designed to help employers identify highrisk pushing and pulling operations.

Recording manual handling assessments It is good practice to record and keep the main findings of an assessment — and this should be compulsory if the assessment would be difficult to repeat. However, an assessment need not be recorded if it could very easily be repeated and explained at any time because it is simple and obvious or the handling operation was carried out in an unforeseen emergency. Monitoring and review Manual handling assessments should be reviewed regularly or when there are changes to work patterns or environments. Reviews may also be prompted by a pattern of accidents or “nearmisses” or by a complaint. All reviews should be conducted in consultation with staff. Where necessary assessment forms should be adapted or redesigned. Managers should obtain specialist advice where necessary, eg from an occupational health specialist, a physiotherapist, a local authority assessment coordinator or a back care advisor. Reducing the Risks of Manual Handling Injury Managers should reduce the risks of any manual handling activity to the lowest reasonably practical level. That means reducing the risk until the cost of any further precautions — in terms of time, effort or money — would be far too great in proportion to the benefits. Risks can best be reduced by redesigning the work process to make it safer, by changing the working environment, by altering the load, by providing mechanical aids or by additional training. In attempting to reduce the risks of manual handling the safest option is always to avoid manual handling where it is not necessary. The Manual Handling Operations Regulations do not set specific requirements such as weight limits. While weight is an important factor, there are many other risk factors which need to be taken into account. Managers should consider the following risk reduction measures relating to the Task.

Avoid the need for manual handling or minimise risk wherever possible by redesigning tasks and processes — always consider whether a load needs to be handled at all, or whether the work or task can be done in a different way. Ensure that staff have access to suitable lifting aids, such as hoists, and that any manual equipment provided is suitable for its purpose, is well maintained and allows adjustment for the operator. Provide suitable equipment to ensure that staff do not have to carry heavy loads for long distances, eg trolleys, roll cages and sack barrows. Encourage suppliers to deliver goods in a suitably packaged manner, for example, not in boxes or packages that are too large or awkward for staff to move easily, and to the point of storage. Ensure that adequate thought is given to storage — avoid storing heavy or bulky loads high up in store cupboards or on shelves and be careful to organise storage to reduce clutter and the dangers of objects falling. Distribute handling tasks evenly throughout the working day or share heavy work between teams. Ensure that staff have a good mix of tasks — tasks involving manual handling should be arranged so staff are able to take regular short breaks rather than infrequent long ones. Managers should consider the following risk reduction measures relating to the Individual. Always consider the needs, level of training and capabilities of individual staff. Ensure that staff wear suitable clothing, eg tight clothing

can restrict movement, unsuitable shoes can affect stability, and hand jewellery could interfere with the ability to grip a load. Ensure staff are appropriately trained — a lack of knowledge on how to lift loads or use any special equipment will increase the risk of injury. Managers should consider the following risk reduction measures relating to the Load. Ensure that heavy loads, or those loads moved most frequently, are stored at about waist height.

Identify loads that might be unpredictable — if there is a risk of a load suddenly becoming free or lose such as when pulling an object that is stuck to release it or moving unpredictably during handling, then the handler may be at greater risk of injury. When loads have weight unevenly distributed, the heaviest side should be nearest to the handler. Managers should consider the following risk reduction measures relating to the Environment. Keep work areas clear and clutter free, ensuring that there is sufficient space to allow staff to adopt good handling postures and use manual handling equipment properly — the risk of slipping, tripping or falling will be increased if the floor is slippery, uneven, unstable or cluttered. Ensure adequate levels of lighting so that people can see what they are doing. Ensure that work surfaces are at a suitable height for staff to adopt and work in good postures — the optimum height for a work surface is normally around waist level. Prevent loads having to be handled at full stretch by ensuring that shelving is a suitable height and depth. When loads are pushed or pulled, for example using trolleys, it is important to ensure smooth transitions between levels — avoid steps if possible and remember that ramps or other slopes will increase the forces required to push or pull the load. Ensure that, where team handling occurs, staff have sufficient space to move as a group. Safe Lifting There is no single correct way to lift. However, the HSE publishes basic advice in a free leaflet called Getting to Grips with Manual Handling A Short Guide for Employers. When staff have to lift something, they should be trained to always assess the lift first and to avoid lifting anything that is potentially hazardous, too heavy or awkward. Team Handling Under ideal conditions, two people can lift about 1.3 times as much as one person, while three people can lift about 1.5 times as much.

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