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Nature of work

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## Manual Handling Discussion

### WHAT IS MANUAL HANDLING?

Manual handling is the application of human effort to move or hold a load by lifting, lowering, pushing, pulling or carrying – or a combination of these operations. Many handling operations can be done using mechanical aids. This should be explored before any manual lifting is undertaken.

### What are the possible negative health effects of manual handling?

Manual handling can result in fatigue, and lead to injuries of the back, neck, shoulders, arms or other body parts. Two groups of injuries may result from manual handling:

- Cuts, bruises, fractures etc, due to sudden, unexpected events such as accidents
- Damage to the musculoskeletal system of the body (muscles, tendons, ligaments, bones, joints, bursa, blood vessels and nerves) as a consequence of gradual and cumulative wear and tear through repetitive manual handling. These injuries are called 'musculoskeletal disorders' (MSDs)<sup>3</sup> and can be divided into 3 groups:
  - o Neck and upper limb disorders
  - o Lower limb disorders
  - o Back pain and back injuries.

Always use good manual handling techniques THINK before lifting/handling – Do I actually have to manually handle this load? Can I use mechanical aids?

Apply the principles of: TILE

Task

Individual

Load

Environment

PLAN where is the load going.

REMOVE obstructions don't make things harder for yourself.

OBSERVE proper posture.

AVOID twisting your back or leaning sideways. Shoulders should be level.  
DON'T lift or handle weight you are not comfortable with.

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**Follow-Up Questions**

Do all employees fully understand hazards and the preventive measures when doing manual handling and lifting heavy loads?

Yes     No     N/A

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Are there any incidents and physical injuries which involved the lifting and carrying loads?

Yes     No     N/A

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Does anyone experience any concurrent health conditions which need to be addressed immediately?

Yes     No     N/A

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Are there any other concerns?

Yes     No     N/A

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**Confirmation**

Competent Person (Full Name and Signature)



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By signing this, you confirm that the information discussed during this meeting were fully understood.

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Click + to add signee who participated during the toolbox talk meeting

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## Signee

Full Name and Signature



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