

Black Sluice Internal Drainage Board

Policy No: 36

Manual Handling Operations

Review Dates:

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Due for Review	

Manual handling operations undertaken at work may result in a number of ill health conditions or injuries. Personnel who are engaged in manual handling, as a significant part of their normal work, may be at risk. The purpose of this policy is to state who is responsible, and what they must do, in order to minimise any possible health and safety risks associated with manual handling activities.

Manager responsibilities

1. You must ensure that, in the work areas for which you have responsibility, manual handling operations are avoided, so far as is reasonably practicable. This may involve ensuring that mechanical handling equipment is available, maintained and used appropriately by those in your control.
2. You must ensure that, where manual handling operations cannot be avoided, you have assessed the task and satisfied yourself that the manual handling operation cannot be avoided. This may involve carrying out a risk assessment if outside of the existing controls on the generic risk assessment.
3. You must ensure that, for those manual handling operations which remain, health and safety risks are reduced so far as is reasonably practicable. This may involve introducing job rotation schemes or ensuring that team lifting practices are employed etc.
4. You must ensure that all staff under your responsibility have received training appropriate for their role.

Employee responsibilities

1. You must use the appropriate mechanical handling equipment, where it is available, to avoid the need for manual handling. Any deficiency in the equipment must be reported to your Manager.
2. You must assist your Manager in carrying out manual handling risk assessments detailed above.
3. You must ensure that, for the manual handling tasks which remain, that they are undertaken in accordance with any training and instruction you have received. You must be mindful of your own abilities when lifting and carrying etc., and not put yourself or others at increased risk.