



TUS

**Technological University of the Shannon:
Midlands Midwest**
Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

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Midlands Athlone Campus, **Health and Safety Requirements &** **Guidance for Manual Handling Activities**



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REQUIREMENTS

Introduction

Manual handling of loads means any transporting or supporting of a load by one or more employees and includes lifting, putting down, pushing, pulling, carrying or moving a load, which, by reason of its characteristics, are of unfavorable ergonomic conditions, involving risk, particularly of back injury, to employees.

In compliance with the Manual Handling Regulations, Part 2, Chapter 4 of the SHWW (General Application) Regulations, 2007, where manual handling, manipulation and lifting of loads which involves a risk of injury (particularly to the back) is present, TUS Unit Managers shall take measures to avoid the need for such manual handling where possible. Where this is not achievable, mechanical aids / or appropriate organisational methods will be used.

Where manual handling is unavoidable the relevant Unit Management shall undertake a risk assessment of any manual handling operation which involves risk of injury or damage to health, particularly back injury. To support TUS Units achieving compliance with the TUS Parent Health and Safety Statement, Manual Handling Policy, TUS has prepared and set out below Manual Handling Policy requirements and processes.

The requirements are applicable across all Midlands Athlone Campus Units and are intended to reduce, as far as is reasonably practicable, the risks associated with manual handling and people handling activities in line with legislative requirements and best practice. Where the hazardous manual handling of loads cannot be avoided, TUS Units will take appropriate organizational measures or employ appropriate means to satisfactorily reduce any associated risks through risk assessment. This is achieved through good planning, consultation and the systematic management of risks by providing a safe working environment, safe systems of work, training, suitable aids and equipment.

These requirements cover all manual handling activities undertaken by staff during the course of their work. They apply to all employees of the TUS, including permanent, temporary, full-time, part-time workers. They also apply to agency workers, contractors or any other persons who carry out manual handling activities as part of their work for TUS.

Responsibilities & Duties

Responsibilities of TUS Management

Heads of Function/Heads of Faculty/Heads of Department and TUS Unit Managers are responsible for ensuring that these requirements are applied in their respective areas and shall:-

1. Make arrangements for the organisation of all risk assessment of existing manual handling tasks undertaken by the staff that report to them.
2. Ensure the risk assessments are carried out in consultation with staff, taking account of the working environment and systems of work. The duty of undertaking a MH risk assessment may be delegated by the manager to the relevant person or supervisor within the team/department who may have more knowledge and experience of the activity in question. For manual handling activities that cannot be avoided, it is important to ensure control measures are put in place to reduce the level of risk as far as is reasonably practicable. The Midlands Campus Health and Safety office will make Manual Handling Guidance documents available to Managers.
3. Ensure the findings of the written risk assessment are recorded, implemented and communicated to staff undertaking the tasks in question.
4. Take appropriate measures, in particular with mechanical equipment, to avoid the need for the manual handling of loads by employees.
5. In consultation with staff ensure sufficient suitable equipment is provided to facilitate safe handling. This equipment must be easily accessible and properly maintained. Service records must be retained.
6. Ensure that employees under their control receive training on the correct use of manual handling (e.g. hoists, small handling aids, self-leveling trolleys).
7. Identify training needs for all staff under their control in relation to the provision of Manual Handling training and refresher training. Facilitate the release of staff to attend training and maintain local/departmental training records including attendance sheets. (these should be kept in an accessible location and be available for inspection).
8. Maintain an up to date training register as a record of all Manual Handling training provided for staff under their control. The register should be reviewed at least annually as part of good operational management practice.

Duties of TUS Staff

Adhere to these Campus Manual Handling Requirements and support with the undertaking of risk assessments, their review and the agreed control measures to ensure that they are valid and are being effectively implemented and/or updated as required. Staff should also:

1. Take reasonable care of their own safety, health and welfare and that of others when conducting manual handling activities.

2. Attend mandatory manual handling/moving and handling training sessions & Implement the principles of good manual handling and other techniques as taught at training.
3. Get informed regarding the safe working loads of equipment/furniture in their Unit.
4. Inform their line manager of any reason (e.g. musculo-skeletal injury, illness or pregnancy), which might affect their ability to perform manual handling and people handling tasks or increase the risk presented.
5. Work within their capabilities and limitations and not carry out any activity or use any equipment for which they have not received training.
6. Report any defects in equipment/machinery or the place of work and any unsafe systems of work to their line manager.
7. Report accidents, incidents and any difficulties arising (e.g. significant pain) with regard to manual handling tasks immediately to their line manager.
8. Ensure their clothing and footwear is appropriate for their work

Responsibilities of the Manual Handling Trainer

1. In collaboration with the TUS Unit management, provide manual handling training programmes for specific groups of staff.
2. Have achieved a FETAC level 6 award in manual handling/people handling instruction.

Education & Training

Training is only one component to reduce the risk of injury and in particular back injury within the workplace. Training programmes aim to change attitudes and behavior and facilitate safe handling activities in the workplace.

1. The manager or his delegated team conducting the risk assessment must be properly trained in the performance of manual handling risk assessments, be familiar with key Ergonomic principles, understand the legislation, be able to recognize risk factors and be able to decide on appropriate control measures.
2. Training for staff involved in manual handling should be arranged by the relevant line manager. The TUS Health and Safety Office will provide Units with contact details for approved training organizations.
3. There is no set requirement, but the Health and Safety Authority recommends that refresher training should be provided at intervals not more than every three years or where there is a change in work practices resulting in the introduction of a new system of work related to manual handling or use of equipment to handled loads.

GUIDANCE

Introduction

This Guidance is intended to assist TUS Athlone Campus Unit Managers in managing the Health and Safety aspects of manual handling activities taking place in their departments. The guidance is presented as steps in a process (i.e. please see table 1.0) to achieving compliance with Chapter 4 of Part 2 of the General Application Regulations 2007. Each manager where manual handling activities are taking place in his/her department should: -

1. Follow and implement the guidance should in Table 1.0 below “Guidance for Unit Managers on the Management of Manual Handling in the Workplace”.
2. Ensure all staff reporting to them and who are involved in performing any necessary Manual Handling activities receives Manual Handling training.
3. Keep up to date records of all Manual Handling Training received by their staff using the template MANUAL HANDLING TRAINING REGISTER. (Note: The Health & Safety Authority undertaking audits, review training records, so please ensure you keep a copy of these records in your department and issue a copy to your Campus H&S office).

Table 1.0 Guidance on the Management of Manual Handling in the Workplace

| Key Stages of the management of Manual Handling in the Workplace | | Explanation/guide on how to achieve/complete step in process | Who should Action this Activity |
|---|---|---|---|
| Step 1 | Identify the manual handling tasks that need to be assessed. | List all the manual handling activities performed within their Unit/department under assessment & the staff that perform these tasks. | The Manager should coordinate this task with their technical supervisor & Staff |
| Step 2 | Develop a risk assessment schedule | Draw up a plan that identifies the Manual Handling activities to be assessed. Prioritise those activities which present the highest hazard. | The Manager and his/her technical supervisor |
| Step 3 | Carry out the risk assessment process | Use the standard TUS generic Risk Assessment Template and the Recommendations template. | Manager & staff should complete this activity together. |
| Step 3a | Task observation and description (Gain a detailed understanding of how the task is performed). | Any staff member under manual handling assessment should work with his/her relevant supervisor to complete this task. | Relevant staff member & his/her supervisor. |
| Step 3b | Collect task data (A well-documented manual handling risk assessment will have good quality information about the task) | Staff member under manual handling assessment should work with his/her relevant supervisor to complete this task. | Relevant staff member & his/her supervisor. |
| Step 3c | Identification of the risk factors (Schedule 3 details the risk factors for the manual handling of loads. This schedule should be considered in order to identify risk factors in the task) | Staff member under manual handling assessment should work with his/her relevant supervisor to complete this task. Guidance on risk factors: see Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007 | Relevant staff member & his/her supervisor. |
| Step 3d | Reduce to acceptable limits or eliminate the Risk Factors | The recommendation proposed and agreed should be acted upon by the relevant manager (e.g. purchasing of mechanical equipment that replaces the need for the manual handling activity might be a recommendation & the manager should ensure that the recommendation is actioned) | The Manager with the support of his/her technical supervisor |
| Step 4 | Review the effectiveness of the control measures or solution | Effectiveness is the degree to which the control measures have avoided or reduced the risk of injury. | The Manager with the support of his/her technical supervisor |

Table 2 – Sample TUS Unit Manual Handling Training Register Template

| MANUAL HANDLING TRAINING REGISTER | | | | | | |
|--|----------------|---------------------|------------------|--|--|---|
| TUS Functional Area : | | | | | | |
| TUS UNIT or Department | | | | | | |
| Line Manager | | | | | | |
| MH register update/review date | | | | | | |
| Staff Name | | Staff Number | Job Title | Does the staff work activities included Manual Handling Tasks? Yes or No | Most recent assessment of staff for MH tasks (please insert date) | Manual Handling Training Received (Note: Only complete this part when the staff member has completed MH training and inset the date of training and details of the training organisation) |
| First Name | Surname | | | | | |
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| <i>Note: It is the responsibility of the Unit Manager to ensure all Manual Handling tasks coming under their control are risk assessed and that the Staff member performing the MH task received MH Training</i> | | | | | | |

