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1. Introduction and Scope

The University of Sussex will comply with the Manual Handling Operations Regulations 1992 (as amended), which place a requirement on the employer and employee to “reduce the hazards to health associated with the manual handling of o } • : X

Accordingly, the University will so far as is reasonably practicable:

- x Avoid manual handling operations where a significant risk of injury could occur;
- x Design and provide safe and ergonomically suitable workplace environments:
- x Assess the risks associated with manual handling activities and eliminate or reduce these to a tolerable level;
- x Introduce appropriate measures to reduce the risk of injury;
- x Provide equipment to enable manual handling activities to be undertaken safely:
- x Provide suitable and sufficient supervision, training, (including periodic refresher training), and information to all staff involved in manual handling operations.

2. Purpose

Manual Handling is one of the most common causes of absence through injury within the workplace. Monitoring of accident statistics has shown that a significant proportion of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) reportable injuries are caused by manual handling activities.

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- x Undertake risk assessments and implement any risk reduction measures identified as necessary.
- x Identify all staff who are required to undertake manual handling operations and provide them with appropriate training and information necessary to carry out the manual handling task allotted to them, (training and information should be updated as necessary).
- x Ensure staff are made aware of this policy and associated guidance and that they understand and are able to comply with it.
- x Act promptly to reduce any manual handling hazards identified by employees.
- x Record the results of the risk assessment and retain for five years.
- x Review assessments on an annual basis or when the work significantly changes.

Liaise with the Health & Safety Team by:

- x Consulting with the Health & Safety Team where the residual risk is assessed as high.
- x Ensuring all manual handling incidents and injuries are reported to the Health & Safety Team via Sussex Direct.

Liaise with the Occupational Health Service (OHS) provider by:

- x Informing the OHS provider on the pre-employment health questionnaire of any manual handling hazards pertinent to the job being offered.
- x Informing the OHS provider if they become aware of any health problems resulting from or could affect an employee's ability to carry out manual handling activities.
- x Implementing any health advice given by the OHS provider.

Employee responsibilities

Employees must:

- x Adhere to the identified safe working practices.
- x Make full and proper use of any safety equipment or manual handling aids provided.
- x Report any defects in systems, practices or equipment.
- x Co-operate with the University in undertaking the assessments.
- x Attend training provided and put it into practice in the workplace.
- x Take reasonable care of their own health and safety and that of others who may be affected by their activities.
- x Inform the manager when they believe that there is a risk of injury to health from a manual handling activity.
- x Inform the manager when they suspect the risk assessment is no longer valid.
- x Inform the manager of any health problem or condition that might affect their ability to handle loads safely.
- x Comply with any health advice given by the OHS provider.

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Health & Safety Team responsibilities

The Health & Safety Team is responsible for:

- x The monitoring, and where necessary, the investigation of reported manual handling incidents.
- x Developing and co-ordinating training in manual handling.
- x Providing advice to Schools and Departments on manual handling issues.
- x Promoting awareness of safe manual handling practices.

Occupational Health Service (OHS) provider responsibilities

The OHS provider is responsible for:

- x Assessing the physical capacity of employees to determine fitness to undertake manual handling activities (as defined in Job Descriptions).
- x Advising managers and staff on associated problems and health issues.
- x Providing advice to Schools and Departments on manual handling issues.
- x Promoting awareness of safe manual handling practices.

5. Details of procedure/operational details

Avoid, eliminate, automate or mechanise manual handling

The first control measure to consider is whether the manual handling activity can be avoided. This may be achieved by elimination, automation or mechanisation of the task.

Manual Handling Risk Assessment

The Regulations require that a suitable and sufficient risk assessment must be carried out when hazardous manual handling is 72 4536 (n)-1.1 (ad)2.2 (o)-6.6 (u)2.3

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8. References/Related Documents

UofS Manual Handling of Loads Guidance (HS G055)

Manual Handling Operations Regulations 1992 (as amended)

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Appendix 2: Aide memoir of risk reduction measures and controls

Problem areas (LITE plus other factors)	Ways of reducing the risk of injury
Load(s)	Can you make the load: - x lighter or less bulky? - x easier to grasp? - x more stable? - x less

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- x ensure equipment designed to be “wheeled” can move easily?
- x provide better handles and grips?
- x

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