

# Manual Handling



STANDARD



# Contents

<b>1</b>	<b>Introduction.....</b>	<b>3</b>
<b>2</b>	<b>Requirements .....</b>	<b>3</b>
<b>3</b>	<b>Personal Protective Equipment .....</b>	<b>3</b>
<b>4</b>	<b>Risk Assessment and Planning .....</b>	<b>4</b>
<b>5</b>	<b>Training .....</b>	<b>4</b>
<b>6</b>	<b>Monitoring and Review.....</b>	<b>4</b>
<b>7</b>	<b>Change information .....</b>	<b>5</b>

© Ericsson AB 2012

All rights reserved. The information in this document is the property of Ericsson and is subject to change without notice. Ericsson assumes no responsibility for factual inaccuracies or typographical errors.



# 1 Introduction

This standard describes the minimum requirements for manual handling, (e.g. lifting, lowering, pushing, pulling, carrying, holding) of goods.

# 2 Requirements

The following requirements shall be followed when performing manual handling tasks:

- employees who have known ailments, physical or otherwise that shall not perform manual handling activities;
- lifting activities shall not put the employee or others at risk;
- the weight of the load shall be known before lifting;
- mechanical handling equipment shall be used whenever possible by an individual who is authorized and trained to use it; and
- anyone required to handle loads manually shall receive appropriate manual handling training.

# 3 Personal Protective Equipment

The appropriate protective equipment shall be worn for the job:

- appropriate quality gloves (e.g. taking into account dexterity and cut resistance) where there is a risk of cutting the hands;
- protective footwear; and
- appropriate clothing which does not impede safe manual handling (e.g. loose clothing shall be avoided as it may snag during lifting.)



## 4 Risk Assessment and Planning

Risk Assessment shall include factors such as:

- frequency, duration and type of manual handling
- the person's ability to continue prolonged exertion. This includes available energy reserves, the employee's physical fitness and the relative workload (i.e. the proportion of the employee's physical capacity engaged by the task.)

Risk control activities shall include factors such as minimizing:

- the distance for carrying heavy loads;
- carrying of heavy loads above shoulder height, below mid-thigh height or where using extended reach;
- maneuvering of heavy loads accurately into position; and
- continuous and repetitive movements.

## 5 Training

Manual handling training shall provide employees with the ability to recognise the risks and decide the best way to carry out the tasks.

## 6 Monitoring and Review

Adherence to this standard shall be monitored by reviewing and keeping records of:

- incident statistics;
- insurance claims reports;
- training; and
- evaluation of the effectiveness of the control measures or solutions.



## 7 Change information

Revision	Description
A	Initial release