

## Guidelines – Manual Handling

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## Guidelines – Manual handling



### 1.0 Purpose

This procedure and guidance information has been developed to ensure that all persons carrying out manual handling duties handle the load in the safest possible manner, thereby avoiding sprains and strains to their back and other parts of their body.

### 2.0 Scope: -

This guideline is to be used by PCFC – Trakhees Project Management teams, Consultants, Contractor and Subcontractors who supervise and control persons carrying out manual handling duties. This procedure and guidance will also provide assistance in the necessary training of personnel involved in the manual handling.

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### 3.0 General Requirements:-



#### 3.1 General Requirements:

- 3.1.1 Serious accident due to Manual accident are extremely rare, however back injuries are the greatest single cause of sick leave. Sprains and strains are the result of excessive or incorrect use of bodily force; such injuries can lead to permanent disability.
- 3.1.2 No persons should be required to lift, carry or move any load which, by reason of its size and weight, is likely to jeopardize their health or safety.

#### 3.2 Assessment:

- 3.2.1 An assessment needs to be carried out for the material to be manual handled and consideration as to whether it required that the entire load must be handled manually or Manual handling can be minimized by used mechanical equipment's if load handling is essential, the first step should be consideration of mechanical lifting equipment. All these operations must be considered during the planning stage.
- 3.2.2 If Manual Handling is the only applicable method, than it is very important that the person involved in manual handling tasks must be aware of safe manual handling by providing adequate training and safety awareness.
- 3.1.3 Assessments need to be reviewed if ever there is change in handling operation, change in process, or if any accident occurs due to handling of material.

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### 3.2 Reducing the Risk of Injury:

Risks identified in the assessment must be reduced, so far as is reasonably practicable, by taking "appropriate" control measure (i.e. Engineering Control, Administrative Control & Appropriate PPEE. The effectiveness of measures taken should be monitored



Problems should be addressed in a practical way by looking at the same factors of "task", "load", "working environment" and "individual capability" to see where improvements can be made, for example:-- (Individual capability can and should be improved by information and training. In the context of manual handling activities, this training must ensure that employees have a clear understanding of the following:

1. How potentially hazardous handling operations may be recognized,
2. How to deal with unfamiliar handling operations,
3. The proper use of manual handling equipment / aids,
4. Features of the working environment which contribute to safety,
5. The importance of good housekeeping,
6. Good handling techniques.
7. Proper signs and posters.

### MANUAL HANDLING – RECOMMENDED LOADS FOR PERSONAL LIFTING:

EMPLOYEE AGE	ALLOWABLE LOAD IN KGS
16 – 18	24
18 – 20	30
20 – 35	32
35 - 50	26

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### 3.3 Good Handling Techniques:

- 3.3.1 Good handling techniques are essential in the prevention of injury from manual handling operations. The correct method of lifting is to use the strong leg and thigh muscles and to maintain the natural shape of the spine throughout the lift.



#### The following points should be emphasized in training programs

##### Plan the Lift:

Where is the load to be placed? Use any appropriate handling method. Do you require assistance to carry the load? Make sure that there are no obstructions to the lift. For a long lift, such as ground to shoulder height, consider resting the load mid-way.

##### Position of Feet:

Come closer to the load. Avoid over lifting. Position your feet properly in direction of the load to be lifted

##### Posture:

- 1) Bend the knees so that the hands, when grasping the load, are as nearly level with the waist as possible.
- 2) Do not kneel or over flex thee knees. Keep the back straight as possible (tucking in the chin helps).
- 3) Lean forward a little over the load, if necessary, to get a good grip.
- 4) Keep shoulders level and facing in the same direction as the hips.

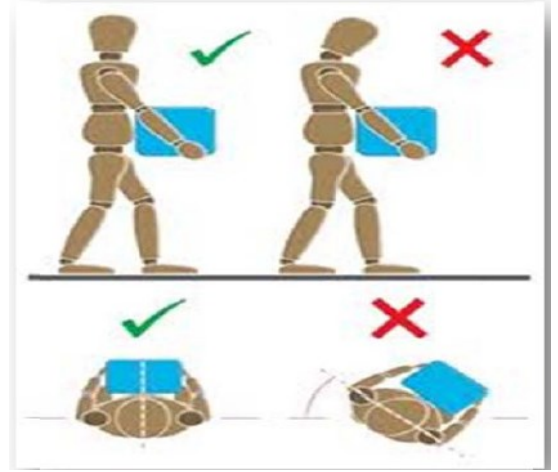
##### Grip:

- 1) Try to keep the arms within the boundary formed by the legs.
- 2) Take a firm grip by palm of the hand and root of the finger
- 3) Use appropriate PPE such as Hand Gloves Safety Shoes, etc.

##### Correct Method of Lifting:

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1. Do not jerk keep proper control off the load.
2. Move the feet. When turning to the side do not twist the trunk.
3. Keep the load close to the trunk for as long as possible.
4. Keep the heaviest side of the load next to the trunk.
5. Put down, and then adjust. If you required changing the position, but put it down first, and then slide it into the required position.



### 4.0 References:-

- PCFC – Trakhees Regulations
- Code of Construction Safety Practise – Dubai Municipality