

Manual Handling

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Learning objectives

- Identify hazardous manual handling tasks
- Implement strategies to reduce the risk of injury
- Demonstrate knowledge of safe manual handling practices



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Manual Handling

Using your body to exert force to handle, support or restrain any object

- Not limited to heavy objects
- 1 in 3 injuries to Australian workers manual handling injuries
- Inexperienced workers at the greatest risk



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Legal duties

Employer – make your workplace safe

Employee – take care of their own health and safety and others affected by your work

Remember... employees expertise can make a significant contribution to workplace safety



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Hazardous Manual Handling

Involves:-

- Force – repetitive, sustained, high
- Awkward postures or movements
- Exposure to sustained vibration
- Handling of live people/animals
- Handling of unstable loads



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Health risks

Headaches, eye strain

Fatigue, anxiety, sleep disturbances

Muscular-skeletal disorders

- sprain/strain muscles, ligaments, tendons
- Back injuries
- Joint and bone injuries
- Nerve injuries or compression
- Hernias
- Chronic pain



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Work safely in the office environment

Reduce or eliminate risk

- Set up your equipment
- Arrange your work station
- Manage your office environment
- Structure your work tasks and breaks



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Setting up your equipment

BACKREST

- Fit curve into lower back
- Slight backward tilt

CHAIR

- Thighs horizontal
- Feet resting on floor
- Work at elbow height
- Hands/wrists at same height as space bar on keyboard
- Shoulders relaxed
- Armrests not recommended



DESK

- Set chair height first
- Adjust desk height so work at elbow level
- Desk too high? Raise chair height/footrest
- Desk too low? Raise desk height/different desk



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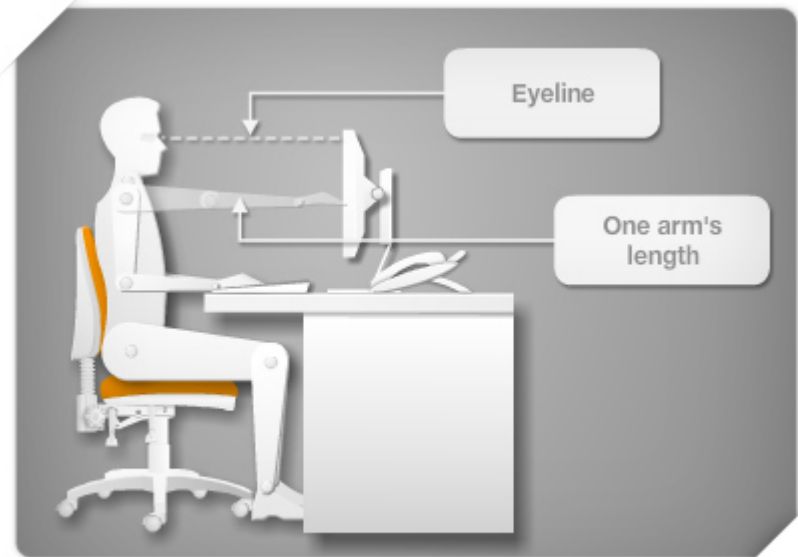
Setting up your equipment

SCREEN

- Pos'n screen side on to window
- Anti glare screen
- Slight tilt forward
- Adjust color/brightness/contrast

KEYBOARD

- As close to front edge of desk as comfortable
- Keep flat
- Avoid wrist/forearm rest
- move to side when not in use



MOUSE

- Position beside keyboard on preferred side
- Keep your wrist flat
- Avoid holding mouse when not in use



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Setting up your equipment

Identify the risks



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Arrange workstation and office environment...breaks!

- Tidy your workstation
- Keep useful items close
- Document holders
- Telephones
- Avoid straining, reaching and twisting
- Storage
- Noise
- Lighting
- Temperature
- Housekeeping
- Structured tasks and breaks to reduce mental stress, stretch and relax



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Work safely in the clinical & support services environment

1. Avoid hazardous manual handling
2. Assess the risk of injury
3. Reduce the risk of injury
4. Ensure correct technique for lifting and push/pull activities
5. Keep fit, strong, flexible – stretch!



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Identify the risk -> Action to reduce the risk of injury



RISK

- Cluttered work space
- Poor posture

ACTION

- Improve workplace layout
- Adjust bench height



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Identify the risk -> Action to reduce the risk of injury



RISK

- Lifting heavy weight away from body
- Twisting of back
- Poor balance

ACTION

- Keep load close to body
- Well balanced position
- Correct body alignment



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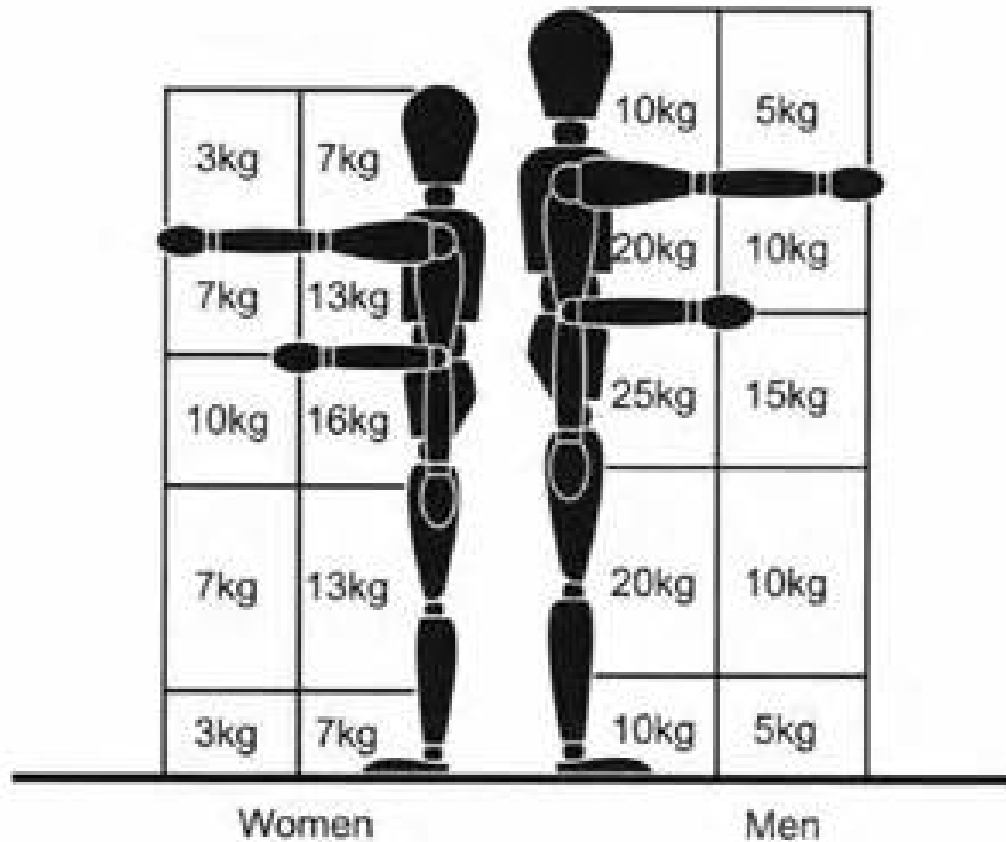
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Guideline weights for lifting and lowering



Weights are reduced if:
Handling with arms extended
Handling at low or high levels



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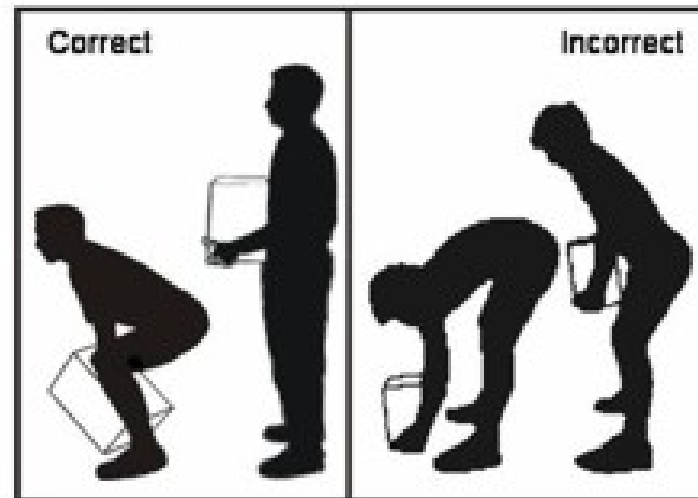
Technique for lifting

Manual Handling of Materials: Low-Back Injuries – Prevention and Recovery (continued)

Tips for a Healthy Back

Lifting

- Test weight
- Plan route
- Wide stance
- Bend knees
- Get close
- Best hold
- Stable position
- Tighten stomach
- Use legs
- Keep back straight
- Lift smoothly



Avoid or minimize:

- Bending and twisting
- Reaching out with weight



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Identify the risk -> Action to reduce the risk of injury



- RISK
- Poor posture
- Heavy unstable load
- ACTION
- Use mechanical aids
- Reduce size/weight of object
- Correct lifting technique



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Manual Handling

- If you lift loads that are too heavy or awkward without using appropriate lifting aids or techniques, **you are going to get hurt.**



Unit 1001K



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O'Shea No Lift tips

- ABLE TO ASSSIT VS NOT ABLE TO ASSIST
- Able to Assist = able to:
 - Move body on the bed
 - Maintain own balance
 - No history of unexpected falls
 - comprehend and co-operate
- Know your equipment ie. weight limits, are slings and harnesses in good repair



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Identify the risk -> Action to reduce the risk of injury



RISK

- Pulling load
- Poor posture – twisting of back

ACTION

- Safer to push than pull load
- Handle height between shoulder and waist
- Correct posture



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Look after your body

- Keep fit, strong and flexible
- Stretch



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Resources

- Manager
- Supervisor ie. Clinical Teacher, preceptor
- OH& S representative/No lift trainer
- Refer to documentation or instructions
- Training
- Worksafe Victoria Website



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Assessment

- www.eghs.net.au > education > student orientation pre-requisites > manual handling > complete Manual Handling Quiz
- Bring copy of completed manual handling quiz to East Grampians Health Service student orientation



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