

SAFETY

CONVERSATION

WHAT YOU'RE GOING TO LEARN

In this safety conversation we will be looking at the Manual Handling – Efficient Movement Principles and how to implement them into any manual handling task you are undertaking.

HOW IT WILL HELP YOU IN YOUR JOB

Following this conversation, you will:

- Understand what the Efficient Movement Principles are
- Know how to utilise these to reduce the risk of manual handling injuries
- Know how these principles link into the Safety Behaviours

WHAT YOU NEED TO KNOW

Manual handling related incidents are continuously in the top 5 types of incidents within our business and are the 2nd leading cause of over 7-day injuries. The Efficient Movement Principles should be used whenever you approach any manual handling task and need to be adapted to the person performing the task. It all starts at the bottom – yes, your feet! Using these principles will greatly reduce the likelihood of manual handling injuries.

The Efficient Movement Principles are made up of 6 key elements: Dynamic Stable Base, Flexed Knees and Hips, Natural Curves, Close to the Load, Secure Hold and finally Use of Head. Using all these elements are used in conjunction will make sure you are able to safely carry out a range of manual handling tasks. The whole idea is that each element can be adapted to the task, let's see how:

Dynamic Stable Base:

- Make sure your feet are positioned correctly, one foot slightly ahead of the other providing you with a stable base
- If lifting an item – ensure your feet are positioned as close to the item as possible
- If pushing a trolley – position your feet so that you can effectively use your body weight in the movement of the trolley

Flexed Knees and Hips:

- Make sure your knees and hips are flexed (bent) to allow safe lifting without excessively bending your back
- When pushing a trolley or it is also important to keep these knees and hips flexed; this will allow you to use your body weight more effectively

Natural Curves:

- This is about allowing for the natural curves of your body and not tensing up whilst carrying out the task. Your spine has a natural "S" curve to it, don't tense to straighten it – the curves give it flexibility and support.

Close to the Load:

- Make sure you are positioned comfortably close to the load if you are picking it up or pushing it
- When lifting or carrying tuck your elbows into your body, to create short levers and provide extra stability to the load

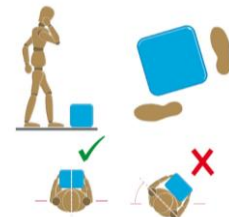
Secure Hold:

- Use your palms and fingers to grip the item, making sure you have a secure and comfortable hold
- If you need to adjust your grip, stop put the item down safely and start the process again, do not adjust your hold on the go

Use of Head:

- A simple but important one: keep your head up and your chin in, this helps with your overall posture, but also ensures you can see where you are going.

Topic: Manual Handling – Efficient Movement Principles



BE MINDFUL

- Before carrying out a manual handling task complete a quick dynamic risk assessment
- Beware of the route you are taking: Are any hazards present? Can you adjust your route to avoid the hazards?

SPEAK OUT

- If you do not feel comfortable or able to carry out a manual handling task, ask for help or let your supervisor know
- If your manual handling equipment or PPE is defective report this as soon as possible and stop using the equipment or PPE
- If you require additional equipment or PPE notify your supervisor or manager

GET INVOLVED

- If you see a colleague struggling to carry or push something, step in and help
- Encourage your colleagues to follow the Efficient Movement Principles when carrying out a manual handling task
- If someone is doing a task unsafely politely stop them and offer to help them

YOUR VALIDATION

- What are the 6 elements of the Efficient Movement Principles?
- How should your feet be positioned?
- What should you do with your head to assist in the Efficient Movement Principles?

MORE INFORMATION

- HSE Website
 - Risk Assessments MAN 09 & 10
 - Health and Safety section
 - Safety A – Z Page - Manual Handling



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