

Manual Handling Policy Statement

The Manual Handling Operations Regulations 1992 apply to our work activities.

We consider that preventing this type of injury in our business will improve morale and contribute significantly to our profitability by reducing potential losses.

In consideration of their special needs, Office Facilities Services Ltd will take additional measures to secure the safety of young employees (under eighteen years old) and pregnant or nursing mothers, including modifying our manual handling risk assessments.


Manual handling operations will be assessed for all activities for any loads other than those which are clearly not significant. Manual handling operations in areas or under conditions that may alter the risk will be assessed.

Training in lifting techniques can significantly reduce the risk of injury and will be provided for staff involved in all operations identified as having a significant risk.

All manual handling operations identified as having a significant risk will have the results of the assessment recorded, whether or not the assessment can be easily repeated, in order to demonstrate that it has been carried out.

Arrangements and procedures for manual handling operations:

1. Work areas will be kept in good condition, free from slipping and tripping hazards with clear access to the load.
2. Wherever straightforward, loads will be split into smaller loads to reduce the likelihood of injury.
3. Where lifting teams are working, a team leader will be nominated to co-ordinate the effort.
4. For the lifting of heavy or awkward shaped materials, equipment or loads, mechanical assistance (including fork lift trucks, sack trolleys, vacuum lifts, hoists, roller conveyors and pallet trucks) will be provided wherever reasonably practicable.
5. Gloves and safety footwear will be provided at the expense of the business, where identified as necessary in the risk assessment.
6. The distance loads have to be carried must be reduced to the minimum, including taking the work activity, e.g. unpacking, to the load if necessary.
7. Where distances are excessive, manual handling must be used and the activity cannot be taken to the load, e.g. heavy materials moved between machining operations, resting areas will be designated to allow the handlers to pause and rest.
8. Wherever reasonably practicable, manual handling tasks will be automated or mechanised.
9. Loads of any weight that are large enough to obscure vision, e.g. empty boxes, must not be carried manually. They will be placed on trolleys or pallet trucks, as necessary, and pulled so that the operator has a clear view of the route.
10. Loads must not be stacked above chest level by hand. A suitable, stable platform must be used to stand on.
11. Loads of more than half the weight of the person lifting it may cause the individual to lose balance and will only be lifted with assistance.
12. Employees who are engaged in manual handling operations will be trained in the correct techniques, including team lifting and kinetic handling, and any additional techniques for special loads.

Signature: 
Director: Jim Mowat

Date: 12th June 2016