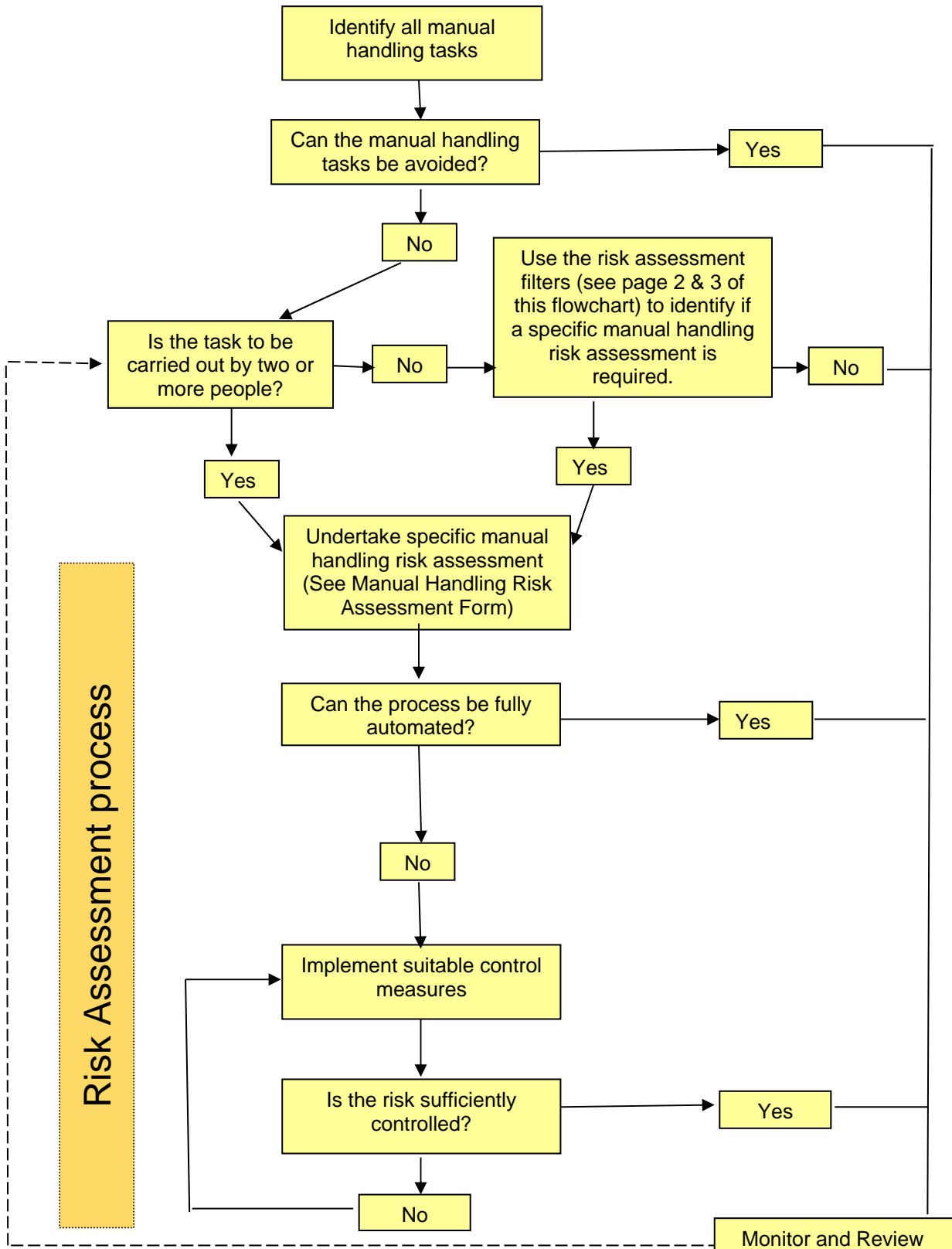


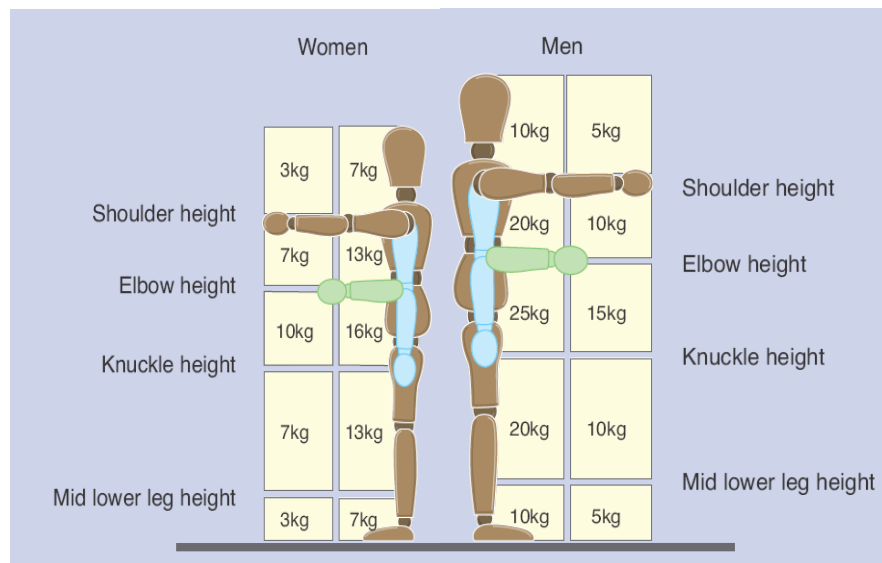


Manual Handling - quick reference flow chart (to be used with the Additional Guidance document)



Filter 1: Health and Safety Executive (HSE) lifting and lowering risk filter

This filter should be used to assess the risks posed by lifting and carrying activities. Each box in the diagram contains a filter value for lifting and lowering in that zone. The diagram enables the assessor to take into account the vertical and horizontal position of the hands as they move the load.



Source: HSE Manual Handling Operations Regulations 1992: Guidance

Figure 1

The filter values are reduced if handling with arms extended, or at high or low levels, as that is where injuries are most likely.

For example:

The diagram shows 95% of women will be able to safely lift an object weighing 16kg from a shelf at waist height and move it to another shelf at waist height, as long as the load is kept within close reach. If the lifter's hands pass between zones then the lowest weight must be taken, so if she has to lift the load from the floor to waist height and the load weighs more than 7 kg, a detailed manual handling risk assessment for lifting and carrying is required.

But remember, it is preferable to modify the activity so it is within the guidelines, where possible. These filter values are based on situations where the load is easy to grasp and hold in a good working environment. Where this is not the case, or the activities are complex, a specific manual handling risk assessment should be completed.

HSE Carrying risk filter

The filter weights for lifting and lowering, in Figure 1, apply to carrying operations where the load:

- is held against the body;
- is carried no further than about 10 m without resting;
- does not prevent the person from walking normally;
- does not obstruct the view of the person carrying it;
- does not require the hands to be held below knuckle height or much above elbow height (owing to static loading on the arm muscles).

Where the load can be carried securely on the shoulder without first having to be lifted (as, for example, when unloading sacks from a vehicle) the filter values can be applied to carrying

distances up to 20 m. If the weight lifted exceeds the filter weight or these assumptions are not met, then a detailed manual handling risk assessment for lifting and carrying is required.

Filter 2: HSE Pushing and pulling filter

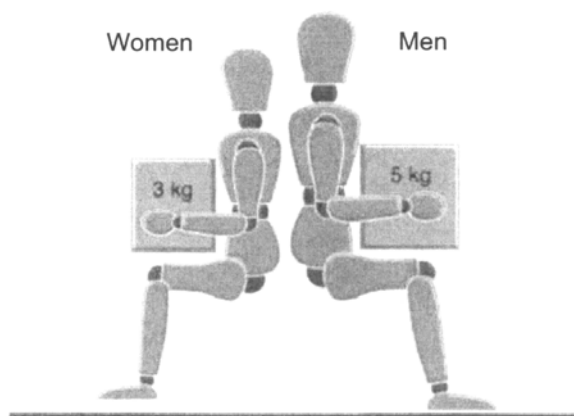
For pushing and pulling (whether the load is slid, rolled or moved on wheels), the task is likely to be low risk if:

- the force is applied with the hands; and
- the torso is largely upright and not twisted; and
- the hands are between hip and shoulder level; and
- the distance involved is no more than about 20 m.

An additional indicator that the task is low risk is if the load can be moved and controlled easily with only one hand.

If these conditions are NOT met, a detailed manual handling risk assessment is required for pushing and pulling. This is also required if the task requires significant forces for pushing and pulling, as indicated by the posture while the operation is being carried out. Also even where the task is within the filter, a more detailed risk assessment will be necessary, if there are risk factors such as slopes, uneven floors, limited workspace or tripping hazards.

Filter 3: HSE Handling while seated filter



Source: HSE Manual Handling Operations Regulations 1992: Guidance Figure 2

The filter values for handling operations carried out while seated are shown in Figure 2. These values only apply when the hands are within the zone shown. If handling beyond this box zone is unavoidable, a specific manual handling risk assessment is required.