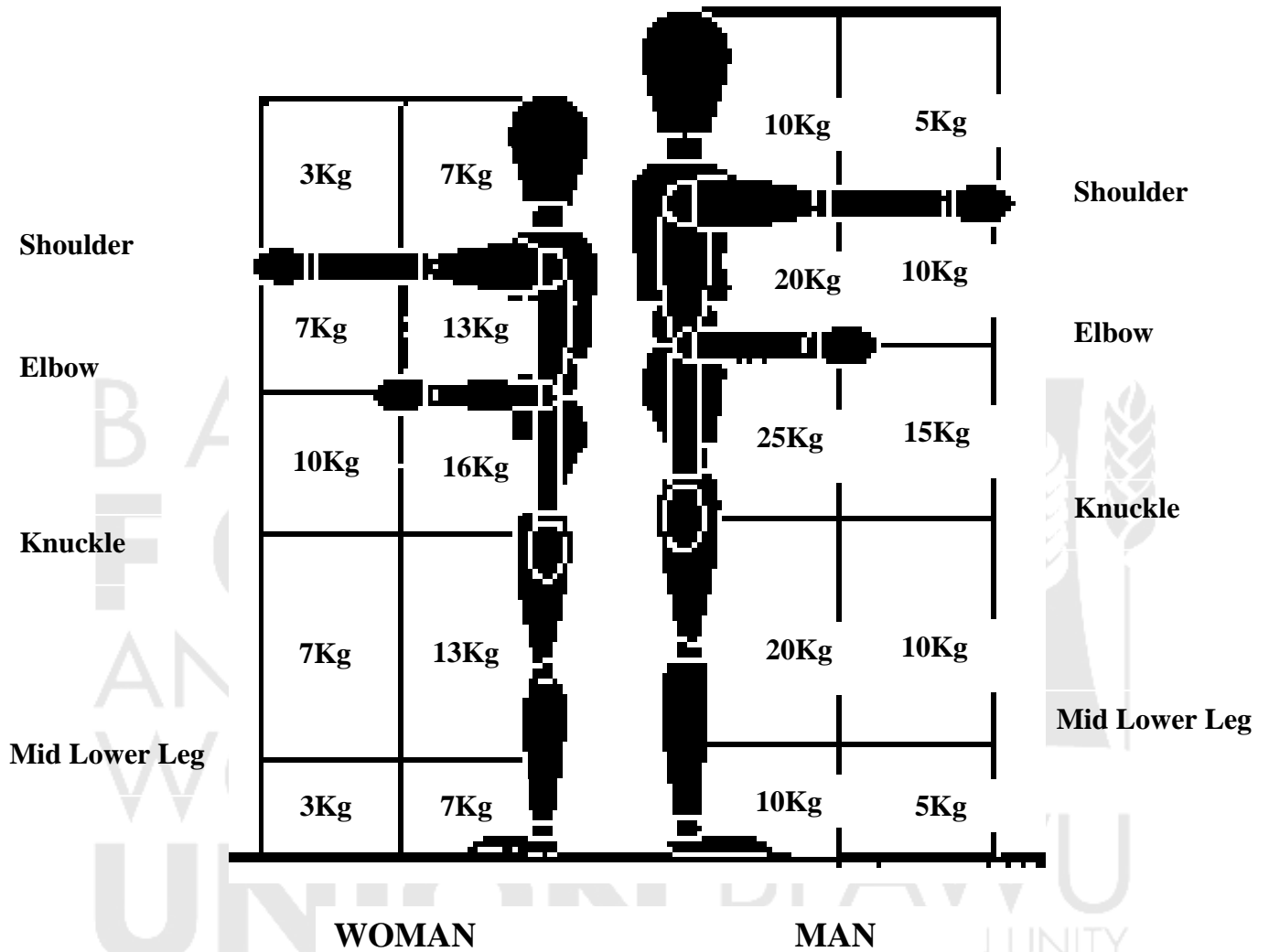


BFAWU SAFETY REPRESENTATIVE

MANUAL HANDLING GUIDELINES



This chart shows guideline figures for identifying when manual lifting and lowering operations of up to 30 times per hour.

If loads within these guidelines are being handled at a frequency of around one every 2 minutes or less **and** other risk factors are not present, then a more detailed assessment is usually unnecessary.

The application of these figures will provide a reasonable level of protection to around 95% of working men and women. There is no threshold below which manual handling is 'safe' for everyone.

MANUAL HANDLING GUIDELINES

It is important to bear in mind that:

- The figures assume that the load is easy to grasp with both hands and the operation takes place in reasonable working conditions
- If the operator's hands enter more than one box zone, then the smallest weight figures apply. If the transition from one box zone to another is not abrupt, an intermediate figure may be chosen where the handler's hands are close to a boundary. Where lifting or lowering with the hands beyond the box zones is unavoidable, a more detailed assessment should always be made.
- The figures are **reduced by:**
 - 30%** - Operations of once-twice a minute
 - 50%** - Operations five-eight times a minute
 - 80%** - Operations above twelve times a minute

Guidelines for Pushing & Pulling:

For pushing and pulling operations, the figures assume that force is applied with the hands between knuckle and shoulder height. The guideline figure for starting or stopping a load is a force of about 25kg for men and about 16kg for women. The guideline figure for keeping a load in motion is a force of about 10kg for men and about 7kg for women.

There is no specific limit to the distance over which the load is pushed or pulled provided there are adequate opportunities for rest or recovery.

Twisting:

If manual handling involves some twisting, this will increase the risk of injury and a detailed risk assessment should normally be made. However, if the operation is relatively infrequent (i.e. < 30/hour) and there are no other postural problems, the guideline figures can be used, but *reduced by about 10% where the handler twists through 45 degrees and by about 20% where the handler twists through 90 degrees.*