

About Tool Box Talks

Please read through this document with each of your staff FACE TO FACE in the form of a Toolbox talk, encourage interaction on the Discussion points. Each Toolbox talk should take no more than 10 – 15 minutes.

A tool box talk record sheet shall be completed containing each employee's signature. Retain a copy on your local Toolbox talk file and fax/email a copy to the central number shown at the bottom of the Toolbox talk form.

Manual Handling

Introduction:

If manual handling is unavoidable, it is essential that it is carried out correctly to avoid immediate and long term injuries. Manual handling accidents account for 40% of all RIDDORs in ERIKS Electro Mechanical Services.

Main points:

- The main aim is to eliminate excessive manual handling so far as it is reasonably practicable to do so (i.e. use mechanical handling equipment).
- When manual handling can't be avoided then it must be assessed, and proper procedures must be used, if in doubt ask for assistance.
- Plan deliveries and Service Centre storage to take into account load sizes, stability and accessibility.
- Manual handling training shall be provided to all new employees, refresher training to be considered for those involved in manual handling incidents.

Discussion points:

- Assess all loads: are they heavy, bulky, unstable, difficult to grasp, sharp etc? Size up the load and, if necessary, make a trial lift by rocking it from side to side and then lifting it a few inches.
- Can you handle the load yourself or do you need assistance?
- Wear suitable clothing and PPE such as gloves and safety boots to protect against cuts, crushed toes etc.
- Is there sufficient space, suitable lighting and a clear route with resting places if necessary?
- Do not carry a load that will obscure your vision - ask for help.

Discussion points:

If necessary move loads in stages.

1. Always use a good handling technique:
2. Stand reasonably close to the load, feet hip width apart with one foot slightly forward pointing in the direction you're going.
3. Bend your knees whilst keeping your back straight.
4. Get a secure grip on the load.
5. Breathe in before commencing the lift.
6. Carry out the lift smoothly using the legs to take the strain, keeping the back straight, chin up, and arms close to the body.
7. Step off in the direction the advanced foot is pointing, keeping the load close to the body.
8. If necessary, stop for rests en-route.
9. Avoid any jerky or twisting movements.
10. Picking something up?, have somewhere to put it down before you start the lift.

GET IT WRONG TODAY
AND YOU COULD SUFFER
THE CONSEQUENCES
TOMORROW
– AND POTENTIALLY FOR
THE REST OF YOUR LIFE!