



HSE MANUAL AND PEOPLE HANDLING POLICY 2018

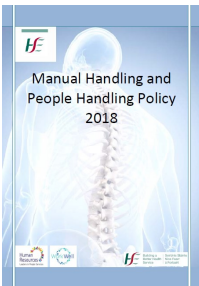
FAST FACT, REF FF:014:01

FAST FACTS provide a brief overview of various health and safety topics to support our managers, employees, safety representatives and others. Additional information, if required, is available by visiting our website at: www.hse.ie/safetyandwellbeing. Why not bring this to your Safety Committees/Departmental Meeting for discussion?

This FAST FACT provides a brief overview of the **HSE Manual and People Handling Policy 2018**

The policy can be downloaded [here](#).

DID YOU KNOW THAT musculoskeletal disorders¹ (MSD's) are one of the most prevalent types of occupational injuries reported and are a leading cause of work related absenteeism. (ERSI, 2016 and HSA, 2015). Manual Handling injuries within the Health and Social Care Setting accounted for 30.8% of all injuries reported for the period 2014-2015 (HSA, 2015)



POLICY STATEMENT It is the Policy of the HSE to reduce so far as is reasonably practicable the risk associated with manual handling and people handling activities. Where the manual handling of loads cannot be avoided, the HSE will take appropriate organisational measures or employ appropriate means to satisfactorily reduce any associated risks through risk assessment.

Aim: The aim of the Policy is to:

- Avoid or reduce, in far as is reasonably practicable, the risks associated with manual handling and people handling activities
- Provide the highest quality of care to service users
- Ensure compliance with relevant statutory requirements and standards and guidelines such as those published by the Health & Safety Authority (HSA) and Health Information and Quality Authority (HIQA)

SCOPE This Policy is applicable across all services within the HSE including but not limited to its hospitals and community settings, and covers all manual handling and people handling activities undertaken by employees during the course of their work.

KEY HEALTH AND SAFETY LEGISLATION

- The Safety, Health and Welfare at Work Act, 2005
- The Safety, Health and Welfare at Work (General Application) Regulations 2007 and associated legislation



MANAGERS KEY ROLES AND RESPONSIBILITIES

- Ensure there are adequate and appropriate arrangements in place for the successful implementation, monitoring, evaluation, audit and review of this Policy throughout their respective areas of responsibility
- Where manual handling and/or people handling activities cannot be avoided, ensure that appropriate written risk assessments are carried out in consultation with employees, taking account of the working environment, systems of work and any necessary control measures put in place to reduce the level of risk as far as is reasonably practicable
- Ensure the findings of the written risk assessment are recorded, implemented and communicated to the employee undertaking the tasks in question and reviewed when necessary

¹ MSD's are conditions affecting the musculoskeletal system and can present in tendons, muscles, joints, blood vessels and/or nerves of the limbs and back (HSA, 2013)

MANAGERS KEY ROLES AND RESPONSIBILITIES CONT.

- Ensure that employees receive the necessary information, instruction, training and supervision on the correct use of manual handling and people handling equipment (e.g. hoists, small handling aids, self leveling trolleys). Training on the use of other work equipment should cover manual handling where necessary
- Ensure that where risks cannot be controlled locally they are escalated to the appropriate service risk register, while continuing to manage the risk in so far as is reasonably practicable

EMPLOYEES KEY ROLES AND RESPONSIBILITIES

- Adhere to this Policy, local guidelines, operational plans, and safe systems of work plans and any associated risk assessments
- Attend mandatory manual handling/people handling training sessions and ensure that skills taught & principles of good manual handling (refer to Appendix VII) are implemented
- Report accidents, incidents and any difficulties arising with regard to manual handling and people handling tasks in line with *HSE Incident Management Framework, 2018*
- Inform their Line Manager if they experience any difficulties in the implementation of this Policy.

Detailed Roles & Responsibilities are outlined in the HSE Manual and People Handling Policy 2018

RISK ASSESSMENT PROCESS

Health and Safety General Risk Assessment Form					
Division:		Source of Risk:			
HSE/CHD/NIAS/Function:		Primary Impact Category:			
Hospital/Unit/Service:		Risk Type:			
Dept/Service/Line:		Name of Risk Owner (BLOCKS):			
Date of Assessment:		Signature of Risk Owner:			
Unique ID No:		Risk Co-Ordinator:			
		Risk Assessor ID:			
HAZARD & RISK DESCRIPTION	EXISTING CONTROL MEASURES	ADDITIONAL CONTROLS REQUIRED	ACTION OWNERS	DUE DATE	
INITIAL RISK		RISK STATUS			
Unbound	Impact	Initial Risk Rating	Open	Monitor	Close

Manual and People Handling Risk Assessments and provision of controls are a key component of managing the risks associated with manual handling. Written manual and people handling risk assessments must be based on a realistic reflection of practice and conducted where the activity is occurring. When carrying out the risk assessment take into account the acronym **T.I.L.E** (Task, Individual Capability, Load, Environment)

Note: Sample risk assessments can be found in Appendix IV and Appendix V and are available to download from the National Health & Safety Website at: www.hse.ie/safetyandwellbeing

The following documented Risk Assessments are required as appropriate:

- Overall Generic Unit/Department Risk Assessments
- Task Specific Risk Assessment
- Individual People Handling Risk Assessments

Dynamic Risk Assessment: This is an informal on-the-spot undocumented risk assessment which is required to be undertaken by the employee/s prior to undertaking any manual or people handling task. The purpose of the dynamic risk assessment is to assist the employee in determining if the task is within their capability. Employees need to consider the service users written risk assessment and the training they have received and any information provided relating to the task.

A STEP-BY-STEP PROCEDURE FOR POLICY IMPLEMENTATION

A step-by-step procedure to implement the *HSE Manual Handling and People Handling Policy 2018* is given in Appendix VIII of the Policy

SUPPORTING DOCUMENTATION (For Full List please refer to Section 10 the Policy)



- HSA (2011) Guidance on the Management of Manual Handling in Healthcare
- HAS (2013) Guidance on the prevention and management of musculoskeletal disorders in the workplace
- HOP 6 (2011) The Guide to the Handling of People, 6th Edition, Backcare ISBN 978-0-9530582-1-1
- Russell, H., Maitre, B., and Watson, D. (2016) work related musculoskeletal disorders and stress, anxiety and depression in Ireland (ERSI)
- HSA (2015) Summary of workplace injury, illness and fatality statistics