

CORPORATE SAFETY COMMITTEE – 23RD OCTOBER 2003

SUBJECT: MANUAL HANDLING POLICY

REPORT BY: DEPUTY CHIEF EXECUTIVE

1. PURPOSE OF REPORT

1.1 The purpose of this report is to inform Members, Management and Trade Union Safety Representatives of the progress made in the development of a Corporate Manual Handling Policy and to seek their endorsement.

2. SUMMARY

2.1 The Manual Handling Operations Regulations 1992 came into force on January 1st 1993 and since then there has been no corporate policy on manual handling.

2.2 Manual Handling injuries account for a major proportion of accidents within local authorities and the resulting sickness absence from handling injuries can leave the Council open to civil litigation.

2.3 The Welsh Local Government Association, Welsh Assembly Government and the Health and Safety Executive endorse the All Wales Local Government Manual Handling Passport and Information Scheme which identifies as essential, the need for adequate policies and procedures for manual handling.

2.4 The policy has been circulated to Risk Management and Health and Safety officers in each directorate for discussion and comment. There has also been input from the DDA group, Policy and Performance, Health and Safety Executive, the Occupational Therapy Service as well as senior officers. The comments have now been incorporated in the policy. Individuals have been given the rationale behind the decisions not to include some comments. A copy is attached appendix 1

2.5 The Manual Handling Policy has been developed to reflect the Councils' commitment to the Health and Safety of its employees and is designed to clarify each individual's duties in order to reduce risks from manual handling to the lowest level reasonably practicable in accordance with current legislation and best practice. It is a minimal lifting policy as opposed to a no lifting policy to reflect this.

2.6 The policy is intended to be a dynamic working document and therefore will need to be reviewed on a regular basis. Protocols and safe working practices specific to each directorate may be added as appendices periodically.

2.7 The manual handling policy develops existing directorate guidelines and follows the standard policy document format. It is a generic policy and it is intended to apply to all employees of the Council.

2.8 Members are asked to approve the draft policy

Author: Hazel Hortop Occupational Health Nurse Ext 4375

Consultees: Paul Neale Health Safety and Welfare Officer

Appendices:

Appendix 1 [Manual Handling Policy](#)