



The  
University  
Of  
Sheffield.

## Safety Services.

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Dear Colleague

### Manual Handling Training

The Manual Handling Regulations 1992 regulations apply to anyone who lifts or handles objects in a work situation. As a guideline, if anyone in your department lifts or handles anything over 5kg (less than a box of paper) you need to be getting them trained. The law requires it.

The risk of manual handling (particularly bad backs) can be minimised with good job appraisal and correct training. Virtually every department should consider having at least one person trained on the basic course, who will then be in a position to assess the manual handling needs of the department properly. The regulations require a formal assessment of the more serious lifting tasks and every department who does "serious" lifting should have one or more trained assessors.

### Accident Reporting

**You are reminded that any accident report submitted which involves someone injured during a manual handling operation must have a copy of the job appraisal or assessment attached.**

Many departments are forgetting to do this and it seems probable that assessments are not being done!

### Basic Manual Handling

These sessions are open to anyone who may do significant lifting and/or manual handling in the course of their job and to those who may supervise people in such roles. The Basic session deals with the requirements of the Regulations, how to perform an initial task appraisal and has a simple practical session on the principles of good manual handling. This sessions will take place as follows:

BMH 1

Thursday 30 September

0900 – 1200

### Manual Handling Assessment Training

The Regulations require any manual handling task, which is unavoidable and holds some risk of injury to those involved, to be assessed in a formal manner. Based on this information, steps must be taken to reduce the risk to the lowest reasonably practicable level. Anyone attending an Assessment Session will

need to have attended a Basic Session first, since a knowledge of initial task appraisal and simple manual handling techniques will be assumed.

MHA

Friday 1 October

0915 – 1130 (approx)

All training sessions will be held in the training room at 40 Victoria Street. Places will be allocated on a first come, first served basis. However, in case we need to restrict places, please list your applicants in order of preference by using the email address below (please ensure that you state your department and extension number). It would be helpful if you could aim to submit applications as soon as possible.

Yours sincerely

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