

In-Company Training Programme

Company:	Amspec Limited	CITB Registration No:	3128200
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Session Title	TOOL BOX TALK – MANUAL HANDLING	Date: _____
Location:		Start Time
Duration (hours)	30 MINS	End Time
Trainers Name		Trainers Signature:

Aim of tool box talk	To provide training to employees, workers and sub-contractors on manual handling
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What is Manual Handling

Manual handling causes over a third of all workplace injuries.

These include work-related musculoskeletal disorders (MSDs) such as pain and injuries to arms, legs and joints, and repetitive strain injuries of various sorts. However other aspects of manual handling can cause other (non MSD) injuries that must be taken into consideration.

The term manual handling covers a wide variety of activities including lifting, lowering, pushing, pulling and carrying. If any of these tasks are not carried out appropriately there is a risk of injury

What we will do to keep you safe

- Carry out risk assessment and implement suitable control measures for the task being completed
- Provide information and training at induction to inform employees, workers and sub-contractors of the hazards and the specific details about the task taking place
- Provide adequate supervision to monitor the work
- Carry out regular inspections of the work area and tasks

We will take into consideration for all manual handling tasks:

- Individual capability
- The nature of the load
- Environmental conditions
- Work organisation

In considering all of these factors we will ensure that the task is completed in the safest way and that the persons involved are aware of what is required and the hazards involved before work begins.

What you need to know

There is not a “one size fits all” approach when it comes to manual handling, there is guidance that we must and will follow at all times, it is important to acknowledge that there will be manual handling required as part of your work, this may only be small items, things you carry or move everyday, maybe without realising it or not understanding that this is manual handling, but it may also be larger items, items of an unusual shape or size, items that present other hazards due to their shape or size (that are not solely manual handling related) – ALL of these factors must be considered when manual handling.

Our aim with this tool box talk is to provide information on how we will keep you safe, but also some advice and guidance to ensure that you are aware of the hazards involved and so that you can work safely when manual handling.

TILEO Methodology

Manual Handling TILEO	
Task	Does the manual handling task involve any of the following: • Twisting • Stooping • Bending • Pushing • Pulling • Positioning the load • Sudden movement • Not enough rest or recovery periods • Team handling • Seated work
Individual	Is the person: • Pregnant • Disabled • Suffering from health problems
Load	Is the load: • Heavy • Difficult to grip • Sharp • Hot • Cold • Content likely to move
Environment	Within the environment is/are there: • Space constraints • Uneven flooring • Slippery flooring • Unstable flooring • Difference in floor levels • Conditions – hot, cold or humid
Other Factors	• Is movement or posture hindered by clothing or personal protective equipment? • Is there an absence of the correct/suitable PPE being worn?

The manual handling TILEO acronym can be used to assess each manual handling activity. The acronym ‘TILEO’ stands for TASK, INDIVIDUAL, LOAD, ENVIRONMENT and OTHER FACTORS and will help Amspec & you conduct dynamic risk assessments or on the spot assessments.

Handlers (you as the individual undertaking manual handling) must observe the surroundings and take appropriate action to reduce or eliminate risks that would have not been foreseeable as part of the manual handling risk assessment.

The table below demonstrates how the manual handling TILEO can be used to assess each manual handling activity and how TILEO can be used to conduct an on the spot assessment, which allows you to ‘Think Before You Lift’ or ‘Plan a Lift’.

TILEO in more Detail

Assess the task

- What does the task involve, all employee must assess the task before commencing with the manual handlings operations.
- You must understand what the task will require (please refer to the tileo guide).
- Ensure you can transfer the load safely as possible without causing injury or straining any parts of your body, if you feel this can't be done then stop and speak to a supervisor and reassess the task.



The individual



- Only individuals who are physically capable of manual handling and undertaking the task should do so.
- If anyone has a medical condition or feels uncomfortable lifting then they should stop immediately and tell their supervisor.
- Ensure all measures are taken for your safety and do not lift anything that may cause you harm.

Assess the Load

- Don't lift a load you feel uncomfortable with.
- If the load is large, awkward or heavy and may requires another person then go ask supervisor for someone who is physically cable like yourself.
- If the load is too heavy, awkward or large then speak to a supervisor as it may require lifting equipment.
- Don't lift something that may be sharp or hot ensure you have assessed the load before lifting.
- If item is cold then speak to supervisor and assess before lifting



Assess the Environment



- Ensure you have walked the route which you are going to transfer your load in.
- Checking floor surface, traffic routes, space and (other issues which may be referred to in the tileo chart above), in general ensure you have a safe route to transfer your load.

Asses Other Factors

- Ensure you lift and carry with the correct posture and have the suitable and correct personal protective equipment.

We carry more than just boxes....

In the construction industry manual handling can mean a variety of things; we have provided some examples (but not an exhaustive list) below of typical environments and situations that may be encountered.

- Carrying of materials (inclusive of but not exhaustive to plywood, plasterboards, flooring (carpet tiles or vinyl flooring), ceiling tiles etc
 - o All of these materials (and others that may not have been mentioned) come in a variety of shapes and sizes and this is why it is important to follow the TILEO (Task, individual, load & environment) method before carrying out any manual handling
- Removal (or strip out) works often involve manual handling – again a variety of examples for this but things such as debris that has been bagged for disposal, materials that have been removed, such as (and typically) flooring, ceilings, plasterboard, partitions, brick work. All of these will involve an element of manual handling
- Transporting waste – this will differ from site to site but in any case, it is important that you do not overload bags or bins. It's important to protect yourself but also others around you and by ensuring that you are not overfilling will help greatly when it comes to manual handling. Always think about the weight, shape and size of loads and reduce this as much as possible to ensure we are working safely at all times. Remember that bags of waste can sometimes have protruding parts (depending on the type of debris) – if there are any protruding items, particularly that may be sharp this must be highlighted and if possible removed completely into bins or boxes where the items cannot protrude.
- Carrying or moving of plant, tools and equipment may be required, these can differ greatly in size, shape and weight, all of the same principles apply especially the TILEO method as mentioned

Every effort will be made to avoid manual handling, where it cannot be avoided completely the risk assessment process shall consider what alternative methods can be used such as lifting equipment, other equipment will be considered, such as trolleys (of different kinds and that is most suitable for the task) all to reduce the need for manual handling and to assist persons in either lifting, carrying, unloading or moving loads

Safe Manual Handling Techniques

Stop and Think

- Plan the lift.
- Ensure you know the weight, size & shape of the load before commencing with the lifting.
- Can you lift the load or do you need assistance or manual handling aid, if so get assistance, never lift anything yourself which may harm you or be too heavy.
- Ensure you know where the load is to be placed, before lifting.
- Use appropriate handling aids if possible.
- Inspect the load for sharp edges and ensure you understand its centre of gravity.
- Is the load stable or will it move.
- Ensure all footwear is suitable (non-slip) and other PPE items.
- Remove obstructions on the route
- For a long lift, such as floor to shoulder height, consider resting the load mid-way on a table or

bench in order to change grip

- Reduce the amount of twisting, stooping and reaching
- Avoid lifting from floor level or above shoulder height, especially heavy loads
- Adjust storage areas to minimise the need to carry out such movements
- Consider how you can minimise carrying distances
- Assess the weight to be carried and whether the load can be broken down to smaller, lighter components
- Look at the size and shape of the load. Are there any additional hazards (such as sharp or rough edges)
- Do not throw down items – unloading / lowering items must be done so with the same care and attention as the carrying of a load
- Ensure that the TILEO methodology is implemented for ANY type of manual handling



Position the Feet

- Feet apart, giving a balanced and stable base for lifting, roughly shoulder width (unsuitable footwear makes this difficult). Leading leg as far forward as is comfortable.

Bend Your Knees

- Once your feet are comfortably and safely positioned, bend your knees keeping your back straight and lower yourself to pick the object up. Ensure you slowly rise when lifting the object, at any time you feel uncomfortable place the object down carefully and speak to your supervisor.

Comfortable Posture

- Once you are in a comfortable position and ready to move with the load ensure it is at waste height with elbows positioned next to your body and a firm grip/hold with hands to the load. Place load on surface if possible level with you or then lower bending knees and place load on surface.



Remember the TILEO method – every load is different, in its weight, size and shape and care must be taken at all times to safely carry, move, lift, unload or lower any item.

What to do if you have concerns

If after considering all of the above-mentioned information you have concerns or any questions about the task – please raise with the foreman or site manager immediately.

Work must stop until a suitable risk assessment is carried out and to ensure that the task can be carried out in the safest possible way.



If in doubt, STOP and;

- Speak to Foreman, Site Manager or Contracts Manager
OR
- Contact the office on 01942 621342

****Please sign below to confirm that you have been provided with the information outlined in this tool box talk (Manual Handling) and to confirm that you understand this information and will adhere to this at all times.*

Candidate's Name	Candidate's Signature
