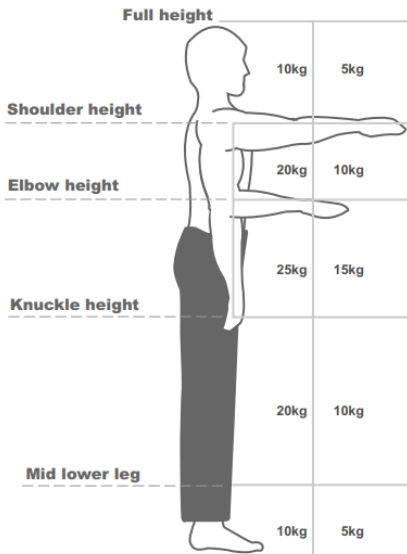


Manual Handling 體力處理操作

Guidance Note 指引

This guidance note covers the main requirements for Manual Handling

Manual handling operation means moving or supporting the load by a person's hands or arms or by some other form of bodily effort. If manual work is not done properly, it can result in serious physical injury.



Even when the operation is performed under optimum conditions, a further assessment is needed if the weight of the load approaches **16 kg**

Risk Factors in Manual Handling Operation

I. Nature of The Work	<ul style="list-style-type: none"> Poor working posture Improper force Repeated movements
II. Loads	<ul style="list-style-type: none"> Too heavy / large, Difficult to hold High temperature The surface has sharp objects
III. Working Environment	<ul style="list-style-type: none"> Space constraints Floor or other surfaces Insufficient illumination
IV. Personal Abilities	<ul style="list-style-type: none"> Poor physical/mental health, Inadequate training

Safety Requirement

According to **the Occupational Safety and Health Ordinance (Cap.509)**, a risk assessment must be conducted before having manual handling operation at the workplace.



If it is completely unavoidable for employees to carry out manual handling operations involving safety and health risks, the responsible person must ensure that a **further assessment** is made.

Preliminary / Further Risk Assessment
體力處理操作評估表

Manual Handling 體力處理操作

Guidance Note 指引

To Help Reduce The Risk of Injury

I. Mechanical Assistance

- Hoist
- Levers
- Trolleys
- Chutes
- Rollers

II. The working environment can be improved by -

- Removing space constraints
- Improving the condition of the floor
- Working on single levels
- Avoiding extremes in temperatures
- Avoiding windy conditions
- Providing adequate lighting

III. Individual Capability can be improved by -

- Personal conditions (i.e. health, fitness etc.)
- Knowledge and training

IV. Reduce the risk of manual handling by team lifting



Safe Manual Handling



Adopting a Good Posture

Holding the load closer to the body



Wherever possible, manual handling tasks should be avoided by redesigning the task to avoid moving the load or automating/mechanising the process.