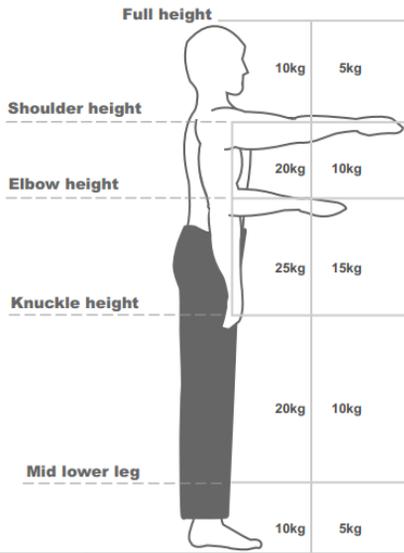


# Manual Handling 體力處理操作

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

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

## 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.