MANUAL HANDLING COMPLIANCE

Checklist

Manual Handling Compliance
Checklist

This checklist is designed to help you identify and assess manual handling tasks in your operations, ensuring compliance with safety standards and reducing the risk of injury.

1. Risk Assessment

- Has a risk assessment been conducted for manual handling tasks in your workplace? ☐ yes ☐ no
- Are all manual handling tasks (lifting, carrying, pushing, pulling, etc.) evaluated for potential risks? ☐ yes ☐ no
- Are the results of the risk assessment communicated to all staff? ☐ yes ☐ no

2. Employee Training

- Have employees received adequate training on safe manual handling practices? ☐ yes ☐ no
- Is the training specific to the types of manual handling tasks employees will perform? ☐ yes ☐ no
- Is manual handling training regularly updated or refreshed? ☐ yes ☐ no
- Do employees know how to report any issues or injuries related to manual handling? ☐ yes ☐ no

3. Equipment

- Are suitable lifting aids or mechanical aids (e.g., trolleys, cranes, hoists) available and maintained? ☐ yes ☐ no
- Are lifting aids used when manual handling risks are identified? ☐ yes ☐ no
- Is the equipment inspected regularly to ensure it is in good condition? ☐ yes ☐ no

4. Workplace Layout

- Is the workplace organized to minimize manual handling (e.g., heavy objects stored at waist height)? ☐ yes ☐ no
- Are pathways clear and unobstructed to allow for safe handling of goods? ☐ yes ☐ no
- Are items stored in an accessible and stable manner to reduce the need for awkward lifting? ☐ yes ☐ no

5. Personal Protective Equipment (PPE)

- Is appropriate PPE available for manual handling tasks (e.g., gloves, footwear)? ☐ yes ☐ no
- Are workers encouraged to use PPE as part of their manual handling procedure? ☐ yes ☐ no

6. Safe Lifting Techniques

- Are employees trained in proper lifting techniques (e.g., bend knees, not back)? ☐ yes ☐ no
- Are employees advised not to twist their body when lifting or carrying heavy loads? ☐ yes ☐ no

7. Workforce Awareness

- Are workers regularly reminded about the importance of manual handling safety? ☐ yes ☐ no
- Is there a clear process for workers to raise concerns or report unsafe manual handling practices? ☐ yes ☐ no

8. Management Support

- Does management provide the necessary resources to improve manual handling safety (training, equipment, etc.)? ☐ yes ☐ no
- Are supervisors actively involved in ensuring manual handling practices are followed? ☐ yes ☐ no
- Does management conduct regular checks and audits to ensure compliance with safety standards? ☐ yes ☐ no

9. Injury and Accident Records

- Are records of manual handling-related injuries or accidents kept and reviewed? ☐ yes ☐ no
- Are corrective actions taken following an injury or accident related to manual handling? ☐ yes ☐ no

10. Compliance with Legal Regulations

- Is your company aware of the local or national manual handling regulations (e.g., Health and Safety Executive guidelines, OSHA)? ☐ yes ☐ no
- Does your company meet or exceed the legal requirements for manual handling in the workplace? ☐ yes ☐ no

11. Review and Continuous Improvement

- Is there a regular review of manual handling practices and risk assessments? ☐ yes ☐ no
- Are improvements or adjustments made based on feedback from employees or accident investigations? ☐ yes ☐ no

Notes:

- **Compliance:** Ensure that all areas meet the legal regulations and guidelines relevant to manual handling in your location.
- **Employee Involvement:** Employees should be actively involved in identifying risks and developing solutions.
- **Prevention:** Prioritize reducing the need for manual handling through better design, tools, and equipment.

All check points should be checked ‚YES' if you have any ‚NO' then these need to be reviewed.

HEALTH PROTECTION WITH VACUUM TUBE LIFTERS

Maintain physical performance throughout the work day – FIPALIFT for ergonomic handling

Lifting and carrying heavy loads is part of everyday work in many professions frequently back pain, and even injuries. Oftentimes the right techniques are not used, or weight limits are simply ignored. Musculoskeletal disorders are ranked first on the list of reasons for days of absence from work due to incapacity published in the 2012 BKK health report.
On this page, we would like to provide a brief guide to correct lifting and carrying techniques, as well as an overview of recommended load weights. Look after yourself and the health of your employees – with FIPA as your perfect partner.

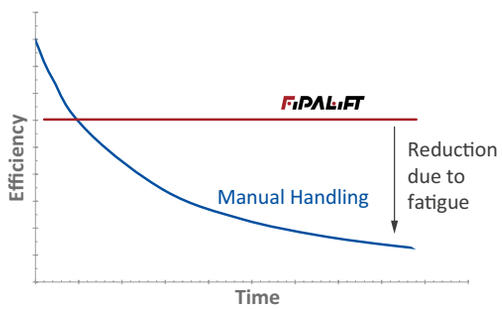
Recommendations for load weights when lifting and carrying by hand
Source: Bavarian State Office for Occupational Safety, Occupational Medicine and Safety Technology

When transporting loads by hand you must generally move your entire body weight, and ensure upright posture by tensing the muscles. It is not just large loads that are difficult to transport. Small loads can also impose considerable strain if body positioning is incorrect. In addition, employees' performance decreases dramatically with each carrying or lifting task.

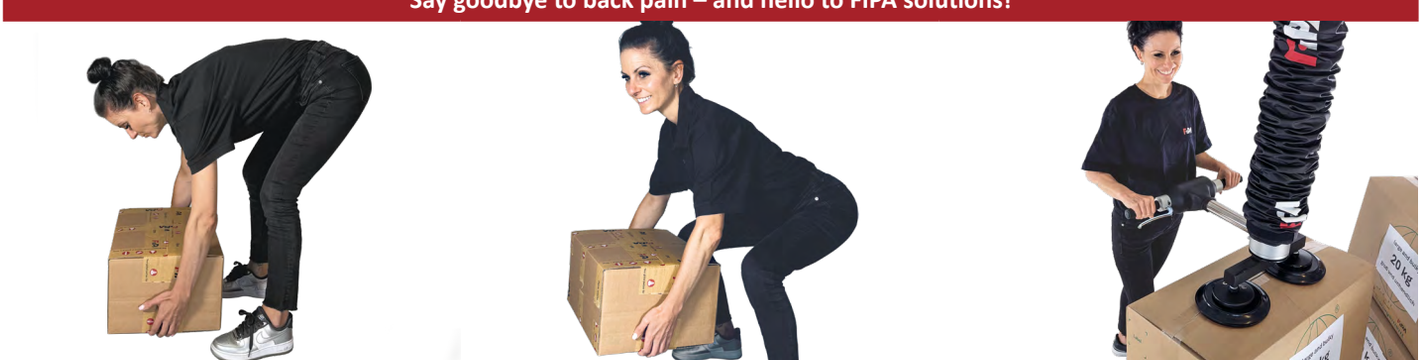
According to Section 2 Para. 1 of the German ordinance on the handling of loads (Load Handling Ordinance), employers are generally required to avoid manual handling of heavy loads that could pose a health risk.

Section 5 of the German occupational safety act (Occupational Health and Safety Act) states that if the above conditions cannot be met, the risk posed by heavy lifting and carrying must be assessed. This can lead to temporal and quantitative restrictions on activity.

Our experts will be happy to advise you on ergonomic material flows in warehousing, production, and dispatch, even coming to your premises if required. Our FIPALIFT tube lifter provide the perfect aids to relieve the strain on you and your employees in the long term.



Say goodbye to back pain – and hello to FIPA solutions!



bad | **correct** | **even better**

FIPA your global partner

vacuum • gripping • lifting

WHAT DO YOU WANT TO HANDLE?
WE CAN MOVE EVERYTHING

With know-how, expertise, flexibility and professional project management, we guide you to the best solution for your handling task in vacuum, gripping and lifting technology.

AUTOMATION SOLUTIONS ACCORDING TO YOUR NEEDS

We are your global partner for all requirements in the industrial automation industry. Thanks to our many years of experience, reliability and flexibility, we always find the right solution to maximise your process reliability.

Production and logistics mean movement. In most industries, products are picked up, held, deposited, turned, turned over, positioned and lifted.

Vacuum technology can be used to move workpieces safely and quickly, but above all to handle them gently and without causing damage. We have a comprehensive range of innovative and high-quality products for all these applications. With our customer-specific solutions, you can optimise your production processes while supporting your employees in their daily work.

In addition to vacuum cups and vacuum components, we offer a comprehensive range of gripping and fastening elements. In our product catalogues at **www.fipa.com** you will find a summary of our complete range.

We keep moving for you so that production and logistics run reliably and smoothly.

FIPA GmbH / Headquarters • Freisinger Str. 30 • 85737 Ismaning / Germany • info@fipa.com • www.fipa.com

FIPA UK Limited • First Floor, Fort Dunlop, Fort Parkway • B24 9FE Birmingham
T: +44 121 629 7708 • sales.uk@fipa.com