



# DHCR HSE Manual Handling Guidance

Department: HSE

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## DHCR HSE Manual Handling Guideline

### INTRODUCTION

Dubai Healthcare City Authority- Regulatory Division requires that every employer must ensure the protection of health and safety of employees engaged in their workplace.

This document has been prepared by DHCR HSE, and provides a clear guideline on Manual Handling.

#### 1- Purpose:

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| 1.1 | DHCC endeavours to support and encourage a safe handling culture within DHCC that encompasses best practice. This guideline endeavours to provide guidance to all working in DHCC to reduce the occupational health & safety risk (to workers) where possible, during manual handling activity. |
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#### 2- Purpose:

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| 2.1 | This guideline specifies the requirements for safe lifting techniques and should be followed by all workers, during all lifting activities, to eliminate the risk of harm. |
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#### 3- Applicable To:

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| 3.1 | This guideline applies to all working in DHCC. |
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#### 4- Policy:

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| 4.1 | <p><b>Policy Statement</b></p> <p>4.1.1 Every Business Partner and their staff should follow, as reasonable practicable the DHCR HSE Manual Handling Guidelines.</p> <p>4.1.2 Every Business Partner and their staff are required to report all incidents, using the DHCC – Regulation On-Line Incident Reporting System, see DHCC – Regulation Incident Reporting Policy, regarding Ergonomics / Manual Handling ‘Incidents of Harm’ to DHCR HSE Department.</p> <p>4.1.3 Each Business Partner will determine jointly within their own organization the appropriate safety provisions for a manual handling in the area, by carrying out a work place risk assessment of the task and activity.</p> <p>4.1.4 DHCC supports a minimal lifting based activity and acknowledges that although, hazardous manual handling cannot always be avoided Business Partners shall reduce the risk by thorough risk assessments, training, good planning, systems of work and the use of suitable equipment.</p> |
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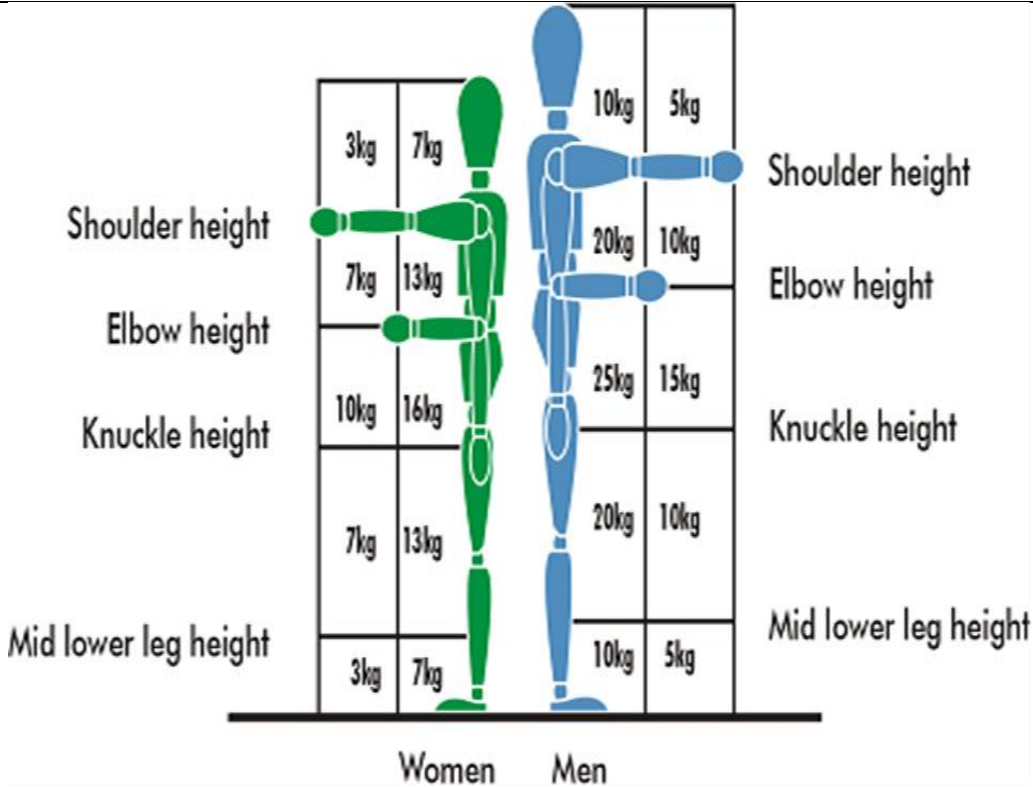
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4.2	<p><b>Why Report an Event to DHCR HSE</b></p> <p>4.2.1 It is a DHCC wide quality requirement</p> <p>4.2.2 Manual Handling incidents resulting in harm should be investigated</p> <p>4.2.3 Reporting can help identify trends and patterns of unsafe practices</p> <p>4.2.4 Guidance and support provided regarding engineering controls and / or corrective actions</p>
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### 5- Procedure Sequence:

5.1	<p><b>Principles of Safer Manual Handling:</b></p> <p>5.1.1 <b>Assess the Task</b> Using T.I.L.E. Is it too heavy? If unsure move the load forwards and side wards. Get help, use a mechanical aid.</p> <p>5.1.2 <b>Broad Stable Base</b> Take a comfortable stance with feet hip wide apart, facing in the direction Of travel with load close as possible.</p> <p>5.1.3 <b>Bend the Knees</b> Bend the knees to keep the centre of gravity within the base. Use thigh muscles for lifting not back muscles.</p> <p>5.1.4 <b>Back in Neutral</b> The back should not be bent. Keep nose over toes. Bent knees and straight back means the central point of gravity remains over the weight, reducing strain. DO NOT TWIST, use feet to change direction</p> <p>5.1.5 <b>Good Hold, Elbows Tucked In</b> Use the palm of the hand and the roots of the fingers, rather than finger tips. Place one hand under object and the other at the top of the opposite side</p> <p>5.1.6 <b>Arms in Line with Trunk</b> Keep arms close to the side of the body reducing tension in the arms and shoulders.</p> <p>5.1.7 <b>Weight Closer to the Centre of Gravity</b> Keep the load as close to the trunk as possible. Maintaining balance and stability. Use body weight to get the load moving easily.</p> <p>5.1.8 <b>Turn Feet in Direction of Movement</b></p>
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	When ready to lift, use legs for the lift. Avoid unsteady movement.																																	
5.2	<p><b>The Guideline Weights:</b></p> <p>Weights are reduced if handling is done with the arms extended, or at higher or lower levels, as this is where injuries are most likely to occur. If one's hands enter more than one of the boxes during the task, then the smallest weight measure applies.</p> <p>The guideline weights assume that:</p> <p>5.2.1 The load is easily grasped.</p> <p>5.2.2 One is in a stable position.</p> <p>5.2.3 The weights are for infrequent operations up to 30 per hour.</p> <p>5.2.4 If any dimension of the loads exceed 75cm, its handling is likely to create an increased risk of injury and is too large for one person to carry.</p>																																	
5.3	 <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Height Level</th> <th>Women (kg)</th> <th>Men (kg)</th> </tr> </thead> <tbody> <tr> <td>Shoulder height</td> <td>3kg</td> <td>7kg</td> </tr> <tr> <td>Elbow height</td> <td>7kg</td> <td>13kg</td> </tr> <tr> <td>Knuckle height</td> <td>10kg</td> <td>16kg</td> </tr> <tr> <td>Mid lower leg height</td> <td>7kg</td> <td>13kg</td> </tr> <tr> <td>Shoulder height (reaching)</td> <td>10kg</td> <td>5kg</td> </tr> <tr> <td>Elbow height (reaching)</td> <td>20kg</td> <td>10kg</td> </tr> <tr> <td>Knuckle height (reaching)</td> <td>25kg</td> <td>15kg</td> </tr> <tr> <td>Mid lower leg height (reaching)</td> <td>20kg</td> <td>10kg</td> </tr> <tr> <td>Mid lower leg height (ground)</td> <td>3kg</td> <td>7kg</td> </tr> <tr> <td>Mid lower leg height (ground)</td> <td>10kg</td> <td>5kg</td> </tr> </tbody> </table> <p style="text-align: center;"><i>Above diagram, lifting weight capacity.</i></p>	Height Level	Women (kg)	Men (kg)	Shoulder height	3kg	7kg	Elbow height	7kg	13kg	Knuckle height	10kg	16kg	Mid lower leg height	7kg	13kg	Shoulder height (reaching)	10kg	5kg	Elbow height (reaching)	20kg	10kg	Knuckle height (reaching)	25kg	15kg	Mid lower leg height (reaching)	20kg	10kg	Mid lower leg height (ground)	3kg	7kg	Mid lower leg height (ground)	10kg	5kg
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5.4	<p><b>Manual handling risk assessments are conducted using the following process:</b></p> <p>5.4.1 Identification of the hazard</p> <p>5.4.2 Assess the Risk/Job using T.I.L.E</p> <p style="margin-left: 40px;">T = Task- Review the activity</p> <p style="margin-left: 40px;">I = Individual- Review the person</p> <p style="margin-left: 40px;">L = Load- Review the Load</p>																																	



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	<p>E = Environment- Review the Environment</p> <p>5.4.3 Implement Control Measures to eliminate potential risk of harm</p> <p>5.4.4 Record Findings</p> <p>5.4.5 Review and update</p>
5.5	<p><b>How to do a T.I.L.E Risk Assessment:</b></p> <p>5.5.1 When a manual handling task is required the following assessment must be undertaken, see tool below, which are grouped under the 4 x Criteria T.I.L.E: Task, Individual, Load &amp; Environment. See <i>Appendix 1</i> for T.I.L.E Risk Assessment Form.</p> <p>5.5.2 The greater the Yes answer the higher the risk. The greater the No answers the lower the risk.</p>
5.6	<p><b>Use of equipment to eliminate or minimize lifting tasks:</b></p> <p>5.6.1 Where organisational measures alone cannot eliminate manual handling, the use of mechanical handling equipment must be considered. Where the weight of a load to be moved is too great or too awkward for the individual, and organisational measures are unsuitable, mechanical equipment must be used.</p> <p>5.6.2 The distance which a load needs to be carried and the frequency of lifting must also be considered. While the weight to be lifted may be well within the lifting capacity of the individual, the frequency of lifting or the distance involved may cause excessive strain on the body.</p> <p>5.6.3 In order to reduce the risk of a manual handling injury to staff mechanical aids, when provided, must be used once deemed safe from a patient's perspective.</p>
5.7	<p><b>Type of Equipment, as an example:</b></p> <p>5.7.1 Electric beds</p> <p>5.7.2 Patient Hoists and other lifting devices</p> <p>5.7.3 Sliding sheets, bed blocks, transfer boards</p> <p>5.7.4 Electric tugs and trolleys, tractor and trailer</p>



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5.8

### Clothing:

5.8.1 It is recommended that all employees involved in manual handling activities wear comfortable clothing and suitable footwear.

5.8.2 Correct clothing will facilitate good working postures and assist in minimizing the risk of back injury.

### 6- Communication (Check all that apply)

- |                                     |              |
|-------------------------------------|--------------|
| <input checked="" type="checkbox"/> | Announcement |
| <input type="checkbox"/>            | Awareness    |
| <input type="checkbox"/>            | Training     |

### 7- Definitions:

**Accident:** An accident is an unplanned event resulting in death, or resulting in an injury such as a severe sprain or strain (for example, manual handling injuries), a laceration, a broken bone, concussion or unconsciousness.

**Adverse Event:** An adverse event is defined as an unexpected, undesirable, or potentially dangerous occurrence.

**Bariatric, Plus size:** The World Health Organization (2000) classifies a person as bariatric if weighs >160Kg and has a body mass index (BMI) >40. The HSE defines a bariatric patient as one with a BMI of > 35, 159Kg or 25 stone.

**Bariatric**

**Equipment:** Equipment that is designed to carry weight with a body mass Index >35 (weight exceeds 159Kg or 25 stone).

**DHCA:** The Dubai Healthcare City Authority established under Article (4) of the Law, and comprises the Chairperson, the DHCC Board of Directors and the Executive Body.

**DHCC:** Dubai Healthcare City.



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<b>DHCR:</b>	Is the regulatory arm of Dubai Healthcare City Authority. An independent licensing and regulatory authority for all healthcare providers, medical, educational and other business operating within DHCC.
<b>Environment:</b>	Refers to the place where the activity occurs and relates to space, lighting levels, floor levels and ceiling height etc.
<b>Ergonomics:</b>	The International Ergonomics Association (2000) stated that ergonomics optimise human wellbeing and overall systems performance by applying theoretical principles to design.
<b>Event:</b>	Anything that constitutes an Incident, Unsafe Act, Near Miss and Dangerous Occurrences.
<b>Inanimate Objects:</b>	Is any object of a moveable nature and includes boxes, bags, equipment, trolleys, furniture etc.
<b>Incident:</b>	Any event that could have or did lead to unexpected or unintended harm, loss or damage to staff, visitor, contractors, third party, hospital property, premises and the environment.
<b>Load:</b>	For the purpose of this document, a load is defined as an inanimate object or a person that requires lifting/moving.
<b>Manual Handling:</b>	Transporting or supporting of a load by one or more staff and includes lifting, putting down, pushing, pulling, carrying or moving a load which, by reason, of its characteristics or unfavourable ergonomic conditions, involves risk, particularly of back injury to staff.
<b>Moving and Handling:</b>	Manual handling and manual handling operations as above.
<b>Near Miss:</b>	An incident, which could have but did not result in harm, loss or damage to a patient, staff, visitor, third party, hospital property or premises.



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### Reasonably

**Practicable:** The risk level is balanced against any potential resource input that is required to reduce risk.

**Suitable Footwear:** Suitable footwear means shoes with non-slip soles, low flat heels and totally enclosed uppers. Steel/composite cap toes must be worn in areas where indicated.

**Task:** Refers to the activity within which the manual handling operation is carried out.

**T.I.L.E:** Task, Individual, Load and Environment. (and the interaction between these components).

### 8- Appendix:

8.1	Appendix 1- T.I.L.E Assessment Form
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### 9- References :

9.1	UAE Labor Law 8.
9.2	DHA Health Care Standards- April 2012.
9.3	Local Order 11 of 2013 Concerning Public Health & Community Safety in the Emirate of Dubai.
9.4	DHCA Governing Regulation No. 1 of 2013.





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### Appendix 1

#### T.I.L.E Risk Assessment Form

Category	Task	Yes High Risk	No Low Risk
<b>Task</b>	Is the Object held at a distance from the trunk?		
	During the activity is there any twisting of the spine in the movement?		
	During the activity is there any bending of the posture?		
	Is there any risk of sudden movement of the load?		
	During the activity is there frequent or prolonged physical effort?		
	Does the physical effort occur frequently causing a strain?		
	Does the physical effort occur repetitively causing a strain?		
<b>Individual</b>	Does the task require unusual height?		
	Does the task put pregnant or with any health issues at risk?		
	Does the individual require special training or knowledge to do the task safely?		
<b>Load</b>	Is the load too heavy?		
	Is the load too bulky?		
	Is the load too difficult to grasp?		
	Is the load unstable?		
	Is the load sharp?		
	Is the load hot?		
<b>Environment</b>	Does the task not have sufficient space?		
	Is the area uneven, slippery or unstable?		
	Is the area different height variations or different work areas?		
	Is the environment too hot or any extreme temperature?		
	Is the area poorly illuminated?		



## DHCR HSE Manual Handling Guideline

### Revision History

S No:	Summary	Amend Type*	Page	Issue No.	Issue Date
1.	Technical Review Completed	Modify	All	1	18/9/2018
2.					
3.					
4.					
5.					
6.					

\* Amend Type: New- Add – Modify – Cancel