

Toolbox Talk / Note – Moving & Handling Key Points

Local Managers should communicate these key safety messages to their staff at handovers, staff meetings, huddles etc. They are developed in response to events that have occurred or identified hazards.

The following information provides a brief outline on the requirements under the NHSGGC Moving and Handling Policy developed to comply with legislation including the Manual Handling Operations Regulations 1992 (as amended 2002). For more detailed information please refer directly to the Policy.

In summary, the Policy seeks to promote effective risk management procedures aimed at reducing the risk of injury from moving and handling activities. In essence this can be done by:

- **Avoiding** hazardous manual handling operations so far as is reasonably practical.
- **Assessing** hazardous manual handling operations that cannot be avoided.
- **Reducing** the risk of injury so far as is reasonably practicable.
- **Reviewing** and monitoring.

Managers Key Responsibilities

Ensure that:

- The Moving and Handling Policy and associated guidelines are implemented appropriately based on the needs of the local area.
- All employees understand how implementation of the policy and guidelines apply to them and their work practices.
- Risk assessments are completed and reviewed regularly.
- Mechanisms are in place to monitor control measures identified in risk assessments.
- Appropriate equipment is provided, maintained and in good working order.
- All employees receive a moving and handling assessment, that skills gaps identified in the assessment (if any) are addressed and monitored.
- Records of assessments and training are kept locally.
- The Moving and Handling Policy and safe working practices are adhered to through their local monitoring processes.
- Injuries / incidents / near misses are reported through the DATIX system.
- Where appropriate, members of staff struggling with a musculoskeletal disorder are managed according to the MSD guidelines

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Employee Key Responsibilities

All employees must ensure that they:

- Understand how to implement the policy and guidelines to their work practices.
- Take reasonable care of their own safety and that of others who may be affected by their acts or omissions.
- Are aware of their local moving and handling risk assessments and the safe systems of work devised for their area of work.
- Report any concerns they might have in respect of moving and handling to their line manager, for example, faulty equipment, hazardous moving and handling situations and injuries due to moving and handling activities.
- Use equipment in accordance with safe practice and manufacturers instructions.
- Report promptly **ALL** incidents, accidents or near misses that may affect the health and safety of them or others through the DATIX system.

Moving and Handling Service Responsibilities:

Provides / ensures that:

- A specialist source of advice relating to moving and handling issues and education is available to all NHSGGC employees.
- Appropriate education is available to all employees.
- Employees returning to work (where a referral is received from Occupational Health or Staff Physiotherapy Services) receive appropriate moving and handling support and advice.
- Where appropriate incidents reported through DATIX are investigated.
- Moving and Handling workplace practices and risk assessments are audited.
- Records of moving and handling training are entered onto the electronic database, which is available for reporting.

Education

NHSGGC provides foundation education for all new employees engaged in any form of moving and handling, complying with the minimum standards of the Scottish Manual Handling Passport Scheme. This will be through face to face instruction or e-Learning courses. Dates can be accessed within the Moving and Handling pages on [HRConnect](#). Where further updates are identified through competency and / or self assessment, a range of education options are available.