

**From:** Martha Convie

**Sent:** 28 July 2022 18:25

**Subject:** VIRTUAL TOOLBOX TALK: Manual Handling - To all Cleaning & Property Services Colleagues: Manual Handling: 28/07/2022

**INTERNAL COMMUNICATION: VIRTUAL TOOLBOX TALK: Manual handling - To Cleaning & Property Services Colleagues**

Good Evening

Hope you are well and reason you have received this email is that you have been identified as a McSence colleague who potentially manual handles loads at work.

To increase all our awareness, please can you review the video below...

<https://www.bing.com/videos/search?q=manual+handling&&view=detail&mid=A5A29859ABEE7F9E3DD2A5A29859ABEE7F9E3DD2&&FORM=VRDGAR&ru=%2Fvideos%2Fsearch%3Fq%3Dmanual%2Bhandling%26FORM%3DHDRSC4>

Also please click on the link below for more information from the HSE..

[Manual handling at work - Musculoskeletal disorders - HSE](#)

**Testing your knowledge: to consolidate your learning here's some multiple choice questions:**

**1. The most important reason for safe manual handling procedures being used when lifting heavy loads is to avoid:**

- A Damage to materials*
- B Waste*
- C Time delays*
- D Injuries*

**2. The most common injuries due to incorrect manual handling affect the:**

- A Back and hands*
- B Ears and eyes*
- C Toes and ears*
- D Eyes and toes*

**3. When lifting and moving a load from ground level you should have your:**

- A Feet together, legs straight, back bent*
- B Feet slightly apart, knees straight, back straight*
- C Feet together, legs apart, back bent*
- D Feet slightly apart, knees bent, back straight*

**4. Before lifting and moving a load you should consider:**

- A Size, shape, weight, distance to be moved*
- B Shape, weight, length, cost*
- C Weight, distance to be moved, shape, weather*
- D Weather, cost, time of day, weight*

**5. You think you have found a better way to lift a load. You should:**

- A Ignore your instructions and go ahead with your plan*
- B Follow the original instructions*
- C Leave the job until later*
- D Discuss your idea with your supervisor/line manager*

**6. Mechanical lifting can only be carried out by operatives who are**

*A Trained and competent*

*B Experienced*

*C Employed by the main contractor*

*D Wearing the correct PPE*

**ANSWERS are: 1D, 2A, 3D, 4A, 5D, 6A**

Please also see the links below for more HSE & company information...

**HSE website** and links below:

- HSE – Asbestos Essentials - <http://www.hse.gov.uk/pubns/guidance/a0.pdf>
- HSE – Lifting Equipment at Work – A Brief Guide - <http://www.hse.gov.uk/pubns/indg290.htm>
- HSE – Manual Handling at Work – A Brief Guide - <http://www.hse.gov.uk/pubns/indg143.htm>
- HSE – Working at Height – Safe Use of Ladders - <http://www.hse.gov.uk/pubns/indg455.pdf>
- HSE - COSHH - <https://www.hse.gov.uk/coshh/basics/whatdo.htm>
- HSE – COVID-19 - <https://www.gov.scot/coronavirus-covid-19/>

**STAFF ZONE** is a bespoke intranet for all McSence colleagues with company information in one place - to access this click on this <https://mcsencestaffzone.wordpress.com/> and enter password 1111

Any feedback is most welcome and going forward we will be sharing more of this information on a regular basis.

*Warmest regards, Martha*

**Martha Convie**

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