**Appendix G**

**Definitions**

1. **Employer -** Salisbury NHS Foundation Trust.
2. **Employees -** are persons working for Salisbury NHS Foundation Trust, including bank staff, temporary volunteers and students.
3. **Patient -** refers to an inpatient/out-patient or a deceased patient.
4. **Ward/department manual handling Keyworker -** refers to a member of staff who has completed a patient handlers/non patient handler’s Keyworkers manual handling training course run by Salisbury NHS Foundation Trust Manual Handling Advisor or the Health and Safety Advisor, and has become the ward/department lead person for manual update handling training.
5. **Manual Handling Operations Regulations 1992 (amended 2002**) - The requirement is to avoid manual handling operations where reasonably practicable and assess those handling activities which cannot be avoided. There is also a need to identify and implement risk reduction methods.
6. **The Load -** is any moveable objects including, people and inanimate objects.
7. **Safe Working Load** – The manufacturers recommended maximum weight load for lifting device or component of a lifting device this will include e.g. hoist, slings, beds, trolleys, operating table’s X-ray plinths and couches. This list is an example and may not include equipment in your own area. The SWL on any piece of equipment should never be exceeded.
8. **Department Manual Handling Keyworker** – Refers to a person who has completed and passed a patient handlers/non patient handlers training course and has become the ward/department lead person for updating manual handling training.
9. **An injury -** refers to damage to any part of the body if it is caused by any external properties of the load, e.g. Size, shape, weight, sharp corners.
10. **Manual handling -** means the transporting or supporting of a load by hand or bodily force. This includes pushing, pulling, lifting, lowering, carrying.
11. **Minimal lifting -** This means that although staff may be expected to lift certain inanimate objects that are assessed by them as posing no risk to themselves, they must undertake an assessment, in order to remove/reduce the risk to the lowest practicable level.
12. **Hazard -** something with the potential to cause harm, injury, illness, disease or some loss.
13. **Risk -** is the likelihood of the hazard being realised.
14. **Risk Assessment -** is the process whereby hazards are identified, and the level of risk is evaluated.
15. **Reasonably Practical -** Balancing the level of risk against the potential resource input required to complete the activity in order to reduce or remove the risk.
16. **Ergonomics -** The means by which the working environment and working practices are altered to better match the individual thus reducing the risk of injury.
17. **Provision and Use of Work Equipment Regulations (PUWER 1998**)**, HSE**: guidance stating that all equipment provided and used in the course of your employment should be suitable for the process and conditions, checked prior to its first use and on a regular basis. The regularity of checking will depend on the device or piece of equipment being used.
18. **Lifting Operations and Lifting Equipment Regulations (LOLER 1998), HSE**: guidance stating that all equipment used for lifting a person whether a hoist, andany material sling used, or lifts in buildings must be checked by an appropriately qualified person/engineer every 6 months.
19. **Reporting Incidents, Diseases or Dangerous Occurrences Regulations**

(RIDDOR 1995), - HSE regulations stipulate that certain types of incidents, diseases and dangerous occurrences must be reported to the HSE within a stipulated time frame.

1. **WRULD (Work Related Upper Limb Disorders) –** Upper limb disorders (ULD’s) affect the arms, from fingers to shoulder, and neck. These are often called repetitive strain injuries (RSI), cumulative trauma disorder or occupational overuse syndrome. Key risk factors are task repetitiveness and the level of applied forces. Other risk factors include awkward or constrained postures, psychological and organisational factors, task invariability and individual susceptibility.
2. **Manual Handling Keyworker** - A member of staff who has completed a Manual Handling Keyworkers training course delivered by the Moving and Handling Advisor.
3. **Control measures -** Actions or measures put in place to reduce the risk of harm or injury.
4. **SWL - Safe Working Load –** This is the manufacturer's recommended maximum weight load for a lifting device or a component of a lifting device. This includes the hoist and slings, beds, trolleys, operating tables, x-ray plinths and many more. The SWL on any piece of equipment should never be exceeded.

* **MLE -** Managing Learning Environment.
* **HSE –**Health and Safety Executive.
* **RCN-** Royal College of Nursing.
* **NMC -** National Midwifery Council.
* **NBE -** National Back Exchange.
* **TNA –**Training Needs Analysis.
* **Patient Handlers -** staff that move and handle patients.
* **Non Patient Handlers -** staff who do not handle patients.

Definition of *'*LIFTING*'* – the bearing of full / part weight of an object or person either statically or dynamically using bodily force.

**Definition of Manual handling -** means the transporting or supporting of a load by hand or bodily force. This includes pushing, pulling, lifting, lowering, carrying, this includes the use of hoists or mechanical aids.