This briefing document lists the changes that were made to the fourth version of the *Safe Manual Handling Handbook*.

Page 3 - The fourth paragraph on this page now starts off 'Work related accidents which lead to employees having more than 7 days off work...'

Page 5 - Under definition of a sprain 'If a joint is stretched beyond its normal movement then the ligaments are overstretched' has been changed to 'If a joint is stretched beyond its normal movement then the ligaments can overstretch and tear.'

Page 10 - Point 2 has been changed to 'A person injured through a work activity is incapacitated from routine work for more than 7 consecutive days'

Page 12 - The text in the first paragraph that reads 'Individuals with more serious back injuries may be required....' has been changed to 'Individuals with more serious injuries may be required....'

Page 27 - The bottom section of the top paragraph has been updated to read as follows 'Point 2 should read All persons in the workplace should contribute to and participate in manual handling assessments. Everyone will also need to be involved in the training and communication required to achieve legal compliance.'

Page 29 - A bullet point has been added that reads - 'Plan the lift or handling activity.'

Page 40 - In Appendix 1 the following changes have been made:

Accident - The text for this has been changed to - 'An unplanned and uncontrolled event which has led to or could have caused injury to persons, damage to the business, or other loss.'

Competent persons - Final sentence has been changed to 'Generally, a competent person should have the appropriate skill, knowledge, experience and qualifications to deal with the particular circumstances.'

Enforcing Authority - An additional sentence has been added to the end which reads 'This could be the Health and Safety Executive (HSE), Local Authority or Fire and Rescue Authority.'

Hazard - The second sentence has been changed to 'This can include substances, equipment, methods etc.'

Page 41 - Health and Safety Executive guidance notes - The section and bullet points on the six series have been removed.
Page 43 - Answer Option A to question 4 has been changed to read 'Lifting a load using the legs.'

Answer A to question 6 has been changed to read 'Character.'

Key Changes to this Handbook

Please be aware that this product has changed somewhat from the previous edition (2nd edition).

1. The structure of the book has been re-organised to improve the flow to mirror the order of learning outcomes and assessment criteria of the qualification. This will undoubtedly improve your delivery, as the content will now match the structural requirements of the qualification.
2. The handbook has been updated with the most recent HSE guidance, legislation and regulations.
3. The dates of legal Acts have been removed from the handbook in order to ensure that it does not date easily.
4. The book no longer contains statistical information, to ensure that delivery is current.
5. To enhance learners' understanding, equipment used for the safe moving of people and safe moving of loads has been included in this book to allow learners to easily differentiate between the two.

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