

International Manual Handling Day

Activity Planning Guide



Planning Your MHD Celebration - Step by Step

6 Weeks Before MHD (June 10)

Initial Planning - [] Form MHD planning committee - [] Set budget for activities - [] Book venues/spaces needed - [] Create timeline and assign responsibilities - [] Get management approval and support

Communication Strategy - [] Plan announcement campaign - [] Design promotional materials - [] Schedule email communications - [] Plan social media posts - [] Create employee survey for activity preferences

4 Weeks Before MHD (June 24)

Activity Preparation - [] Finalize activity list - [] Order prizes and materials - [] Book external trainers if needed - [] Prepare training materials - [] Create registration system

Logistics - [] Confirm catering arrangements - [] Set up registration process - [] Prepare safety equipment for demonstrations - [] Create participant lists - [] Design certificates and awards

2 Weeks Before MHD (July 8)

Final Preparations - [] Send reminder emails - [] Confirm all bookings - [] Prepare activity materials - [] Brief all facilitators - [] Test equipment and technology

Marketing Push - [] Put up posters around workplace - [] Send social media reminders - [] Brief managers to encourage participation - [] Create excitement and anticipation - [] Share safety tips leading up to the day

Week of MHD (July 16-22)

Daily Countdown - [] Monday: Share MHD history and importance - [] Tuesday: Post Ten Commandments reminder - [] Wednesday: Share safety statistics - [] Thursday: Preview activities and prizes - [] Friday: Final reminders and preparation

Activity Ideas and Implementation

1. Safety Scavenger Hunt

Setup (30 minutes) - Create list of safety items to find - Hide items around workplace - Prepare clue cards - Set boundaries and rules

Items to Include: - First aid kit - Fire extinguisher - Safety signs - Lifting aids - Personal protective equipment - Emergency exits - Safety data sheets

Running the Activity (45 minutes) - Divide into teams of 4-6 people - Give each team a list and map - Set time limit (30 minutes) - Have judges verify finds - Award prizes for completion

Materials Needed: - Printed lists and maps - Clipboards and pens - Timer - Small prizes or certificates - Safety items (if not already present)

2. "Lift with Your Legs" Competition

Setup (20 minutes) - Set up demonstration area - Prepare different weighted boxes - Create judging criteria - Brief judges on proper technique

Competition Format: - Individual demonstrations - Judges score on technique (1-10) - Categories: Beginner, Intermediate, Advanced - Bonus points for explaining technique

Judging Criteria: - Proper stance and positioning - Straight back maintenance - Smooth lifting motion - Load control - Safety awareness

Prizes: - Best Technique Award - Most Improved - Safety Champion - Team Spirit Award

3. Safety Bingo

Setup (15 minutes) - Create bingo cards with safety actions - Distribute cards and markers - Explain rules and timeline - Set up verification system

Bingo Actions: - Observe proper lifting technique - Help a colleague with heavy item - Report a safety concern - Use lifting aid correctly - Complete risk assessment - Attend safety briefing - Wear appropriate PPE - Take a safety break

Running the Game: - All day activity - Participants mark off completed actions - Supervisors verify actions - First to complete line wins - Continue for full card completion

4. Manual Handling Trivia Contest

Question Categories: - MHD History and Facts - Lifting Techniques - Safety Statistics - Equipment and Aids - Risk Assessment - Injury Prevention

Sample Questions: 1. When did International Manual Handling Day begin? (2015) 2. What percentage of workplace injuries involve manual handling? (21%) 3. Name three of the Ten Commandments 4. What is the maximum recommended lifting weight? 5. Who were the founders of MHD? (Seán and Joe)

Format Options: - Team quiz with buzzers - Individual written test - Interactive presentation - Mobile app quiz - Kahoot-style game

5. "Pass the Parcel" Team Lifting

Setup: - Large box requiring team lift - Smaller boxes inside with safety tips - Prizes in innermost boxes - Music system for timing

How to Play: - Teams of 4-6 people - Lift large box together using proper technique - When music stops, open one layer - Read safety tip aloud - Continue until all layers opened - Everyone gets prizes from center

Safety Tips to Include: - "Always lift with your legs, not your back" - "Get help when loads are too heavy" - "Check your route before lifting" - "Keep the load close to your body" - "Don't twist while lifting"

Budget Planning Template

Essential Costs

- Venue hire (if needed): €____
- Catering and refreshments: €____
- Prizes and awards: €____

- Materials and supplies: €____
- External trainer fees: €____

Optional Extras

- Professional photographer: €____
- Branded merchandise: €____
- Entertainment: €____
- Decorations: €____
- Marketing materials: €____

Cost-Saving Tips

- Use internal trainers
 - Partner with safety equipment suppliers
 - Ask for donated prizes
 - Use existing venues
 - Create digital materials instead of printing
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Success Metrics

Participation Tracking

- ☐ Number of employees participating
- ☐ Percentage of workforce involved
- ☐ Completion rates for activities
- ☐ Training session attendance
- ☐ Feedback scores

Safety Impact

- ☐ Incident reduction in following months

- ☐ Increased safety reporting
- ☐ Improved safety knowledge scores
- ☐ Better use of lifting aids
- ☐ Enhanced safety culture

Follow-up Actions

- ☐ Thank you communications
- ☐ Results sharing
- ☐ Lessons learned documentation
- ☐ Planning for next year
- ☐ Ongoing safety initiatives

This activity guide is provided free for International Manual Handling Day. Use the MHD logo on all your event materials and share your success stories!