

MANUAL HANDLING

Manual Handling is any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing.

Many workplace injuries can occur if manual handling techniques are not followed.

We provide work instruction and training to make sure you are following safe methods of work. This way, you are unlikely to hurt yourself.

What you should do

- ⇒ Always follow the work instructions and training that has been provided
- ⇒ If you are not sure how to do something, stop what you are doing and ask your Supervisor

How you can work safely...

Lifting rules

- Do not lift items you find heavy or awkward. Use trolleys, lifting equipment or team lift instead. If lifting equipment is provided - **use it**.
- Report all strains, sprains, aches and other injuries you receive from lifting, carrying, pushing, pulling etc to your supervisor.
- Plan the lift - know where you are going, clear the way.
- Check the weight of the load - make sure it is not too heavy.
- Place feet - keeping well balanced. Squat down by the load, bending knees without going too low.
- Keep a straight back - do not bend/slump.
- Get a good grip - Use the palm - not just fingers.
- Pull the load close to the body, tuck in chin and lift smoothly using leg muscles to stand up.
- If you are bending forward etc, change positions every few minutes by standing straight, and arching your back to a comfortable position.



Pushing/Pulling

- Whenever possible push rather than pull. Brace your abdominals and use your legs. If you do have to pull, make sure your palms are facing upwards.

High Lifting

- Lifting above shoulder height places increased amounts of strain on your back. Wherever possible it should be avoided. Consider other options such as steps, storing equipment at lower heights etc.