



Manual Handling Safety

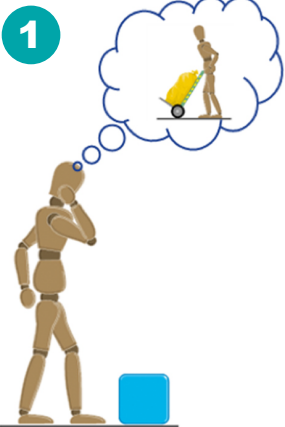
Whether you are moving materials manually or mechanically, at work or home - **planning the lift in advance** is fundamental to prevent injuries and to avoid damaging the materials.

Plan Before You Lift

- **Human factors?**
Is the person doing manual handling pregnant, disabled or suffering from health problems.
- **What is the environment?**
Space constraints, slippery or uneven flooring or difference in floor levels.
- **What is being moved?**
Hazardous or non hazardous material, liquid or solid, large or small items, single or numerous pieces.
Is the load heavy, difficult to grip, sharp, hot, cold or likely to move.
- **Where is the material going?**
Onto racking, outside storage, stacked in a warehouse, delivered to an active work area or placed near incompatible substances. Plan your route!
- **How will you get it there?**
Trolley, pallet jack, fork lift, crane, truck or manually moving it.
- **How much does it weigh?**
Knowing the weight will determine the best way to move the load.
- **How often will it be done?**
If frequently, mechanical means should be considered.

Good manual handling techniques can help to prevent injury.


Safe Manual Handling Techniques

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1

Stop and Think
Assess your load!

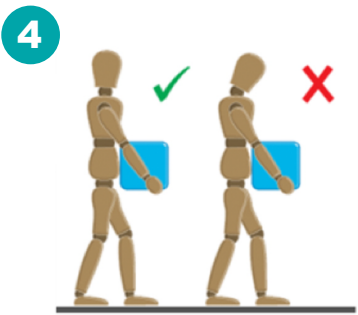
Plan the lift

 - Can handling aids be used?
 - Where is the load going to be placed?
 - Will help be needed?
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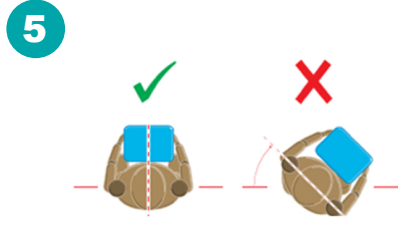
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Adopt a stable position.
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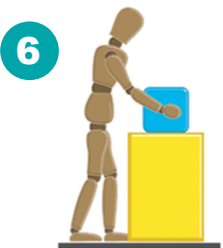
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Get a good hold.
Start in a good posture.
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4

Keep the load close to the waist.
Keep the head up when handling.
Move smoothly.
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5

When lifting a load, avoid twisting the back or leaning sideways, especially while the back is bent.
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6

Put the load down first, then adjust it.