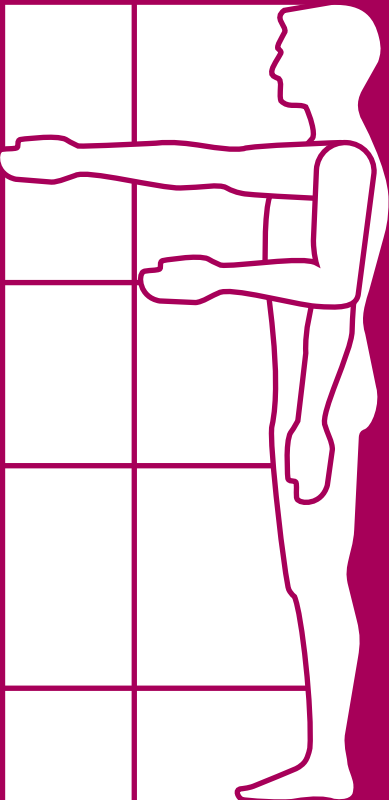


Good manual handling practice

If you lift, carry, push or pull as part of your job, the following guidance is for you



Injuries caused

Poor lifting technique and work methods can cause:

Back injury

Slipped discs or trapped nerves

Strains

Over stretching muscles

Sprains

Weakening muscles and related joints from using sudden or excessive exertion

Hernias

Rupture of the stomach or related muscles allowing the protrusion of an organ (usually the intestines)

Wounds

Cuts and bruises to hands, fingers, feet and toes

Fractures

Broken bones caused by dropping or being hit by objects

Good practice

Avoid lifting or carrying wherever possible, for example arrange for items to be delivered to the point of use.

If you must lift or move something, ensure that the object is within your capability. If not, get help.

Use well-maintained mechanical lifting aids, e.g. trolleys, whenever possible.

You also have to be extra careful if you are under or overweight, pregnant, have deformities of the spine, are arthritic, have had previous joint problems, injuries or have any other medical problems, for example, high blood pressure, a heart condition or lung disease. Please inform your supervisor of health and medical issues which may affect your ability to lift or carry loads.

Lifting code

1 Before lifting

Inspect the load and consider your route

2 Stand close

Place your feet on either side of the load to create a stable base

3 Relax your knees, bend at your hips and keep your back straight

4 Chin in

Straighten the neck and back

5 Get a good grip

Ensure the load is secure

6 Try to lift smoothly

Do not jerk

7 Keep the load close to the body

8 Move your legs and feet

Do not twist your back

9 Maintain clear vision

Planning

When lifting an object plan your move by:

- Deciding how you are going to do the job.
- Referring to any risk assessments.
- Walking the route to ensure there are no trip hazards.
- Considering whether you will need a rest.
- Assessing whether the object will fit through openings such as doors.
- Wearing protective clothing when appropriate, for example, protective footwear to protect toes, and gloves to protect hands against splinters.

Putting down

This is essentially the reverse of lifting so the same code should be applied.

Relax the knees being careful not to pinch the fingers or toes.

Pushing and pulling

Allow your body weight to do the work by:

- Getting a good grip.
- Keeping your back as straight as possible.
- Placing your feet to give maximum leg power.
- Bending your knees and using your body weight and leg muscles to move the load.

Tight spaces

Slide the load into tight spaces – this is easier and safer than lifting.

Handling awkward objects

Barrels and drums should be rolled where possible.

Use a mechanical aid or get help if you have to move drums on end.

Boxes should be carried by clasping opposite bottom corners and holding close to your body.

Sacks should be moved using a sack trolley where possible.

Lifting teams (two or more persons lifting)

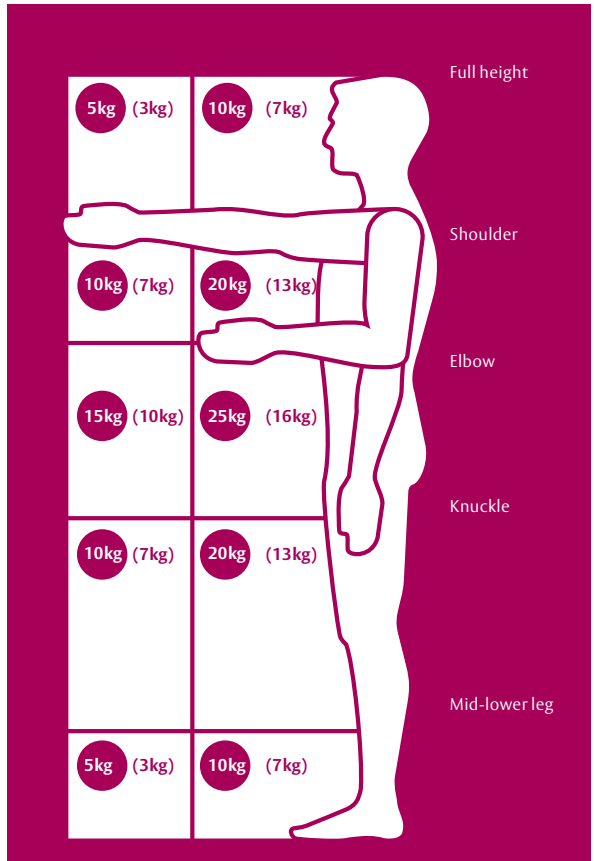
Lifting partners should be of roughly the same stature and one person should give signals so that the team works together.

Guidelines for lifting and lowering

Assume that:

- the load is readily grasped with both hands
- operation takes place in reasonable conditions
- Stable body position

Guidance on appropriate weights for manual handling



The weights given are guidelines only for a healthy male individual (healthy female individual in brackets) and refer to the vertical and horizontal position of the hands as the load is moved in relation to the handler's height and reach.

Lifting or lowering capability is reduced if the load is held at arms length or passes above shoulder height.


Use the smallest weight or lower, if moving the load through several areas.

The guidelines are based on up to 30 operations per hour.

When manual handling, remember to avoid:

- twisting
- stooping
- overreaching.

Manual handling

 For more information,
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