



# Safety Theme - Tool Box

SEC&E -018

## SAFETY THEME - Manual Handling



Manual handling causes a large number of workplace injuries. The term 'manual handling' covers a wide variety of activities including lifting, lowering, pushing, pulling and carrying. If any of these tasks are not carried out appropriately there is a risk of injury.

Injuries from manual handling can occur almost anywhere in the workplace and heavy manual labour, awkward postures, repetitive movements of arms, legs and back or a previous/existing injury can increase the risk.....always Risk Assess first!

### For any lifting activity

Always take into account:

- Your individual capability - *everybody's different. We all have different physical strengths*
- The nature of the load - *is the load awkward or cumbersome?*
- Environmental conditions - *can the load be access safely to achieve best lifting technique?*

### If you need to lift something manually

- Limit the amount of twisting, stooping and reaching as much as possible
- Avoid lifting from floor level or above shoulder height, especially heavy loads
- Arrange storage areas to minimise the need to carry out such movements
- Consider how you can minimise carrying distances
- Assess the weight to be carried and whether the you can move the load by braking it down to smaller, lighter components

### If you need to use lifting equipment

- Consider the best form of mechanical lifting aid for the task, such as a forklift, trolley, sack truck or other aid.

### Good handling technique for lifting:

There are some simple things to do before and during the lift/carry:

- Risk assess to decide if a team lift is required
- Remove obstructions from the route and plan ahead.
- For a long lift, plan to rest the load midway on a table or bench to change grip.
- Bend at the hips and knees, not at the back and keep the load close to the body.



# Manual Handling

**If you experience any discomfort during a manual handling task, STOP and reassess before an injury occurs**

Version:	Prepared By:	Reviewed By:	Tech / Eng Review By:	Approved By:	Document Owner:	Approval Date:	Next Review:
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