

Manual Handling Techniques

STOP AND THINK

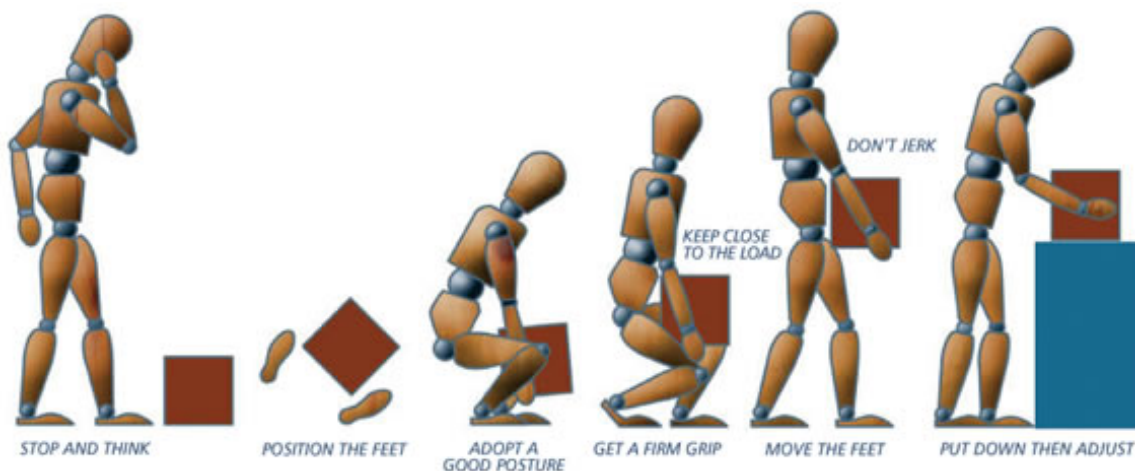


- Is the load too heavy/ bulky/ large to be carried alone?
- Will I be able to see my route clearly when carrying/ moving the load?
- How far does the load need to be moved?
- Is the route clear?
- Is there a trolley or mechanical aid I can use instead?

If you are satisfied that the **weight, size or shape of the load will not cause you any harm**, then you should use the following tips for safe lifting

Tips for safe lifting

1. **Stand close** to the load
2. Start in a **good stable posture** – feet slightly apart for balance
3. **Bend** your knees
4. Grip the load **firmly**
5. **Avoid twisting or flexing** your back while you are lifting



*Manual handling image source jossbay.co.uk

Tips for safe lowering

1. **Bend** your knees
2. Keep your **back straight**
3. Keep a **firm grip** on the load
4. Put the load down before making any necessary adjustments to it
5. You should always try to unload at waist height where possible

*for a detailed list of manual handling techniques refer to the Health and Safety Executive's guide 'Getting to grips with manual handling' <http://www.hse.gov.uk/pubns/indg143.pdf>