

MANUAL HANDLING

Purpose: To reduce the risk of manual handling injuries in the workplace.

Instructions

USE mechanical aids wherever possible.

ASSESS the risk by asking questions of yourself Eg:-

- Can the task be avoided?
- Can the task be mechanised? (conveyor track)
- Can mechanical aids be used? (pump truck/ sack truck etc.)
- Can the load be made lighter? (split load)

MAKE A JUDGEMENT:

- Is the weight within my personal capability?
- Is the weight bulky, distributed evenly, unwieldy or difficult to grasp?
- Are there space constraints preventing good posture?
- Is the floor slippery, uneven or obstructed preventing good footing?

USE proper protective clothing, eg. protective footwear, industrial gloves etc.

Keep weight as **CLOSE** to the body as possible.

GRIP with palms and not fingertips.

TEST the lift before committing yourself.

DON'T jerk, shove or twist. Lift in **EASY** stages.

LIFT with the **LEGS** as much as possible, with the **BACK SLIGHTLY CURVED**.

ARRANGE loads on shelving according to weight - heavy at waist height, lighter loads on top or bottom.

MINIMISE distance by positioning heavy material close to point of use.

ENSURE route is clear of obstruction

GET HELP if necessary.

There is no such thing as a completely safe Manual Handling task. But working with the following guidelines will cut the risk and reduce the need for a more detailed assessment.

Important Notice: Your Health & Safety Information Sheet is for guidance only. It does not replace our written Health & Safety policies and procedures and you must make sure you are fully aware of these.

Training Courses: For more details on our Health & Safety Training courses available, please contact our learning Zone department via email: learningzone@shrec.org.uk or visit our website: www.shrec.org.uk

