

Manual Handling

Overview This talk will cover: considerations and good techniques for manual handling.

Considerations for manual handling

- 1 Always use mechanical handling methods instead of manual handling if possible, e.g. forklifts or pallet trucks, etc.
- 2 Know your capabilities; only tackle jobs that you can handle.
- 3 Can you handle the load yourself, or do you need assistance?
- 4 Is there a clear walkway with good lighting to the work area?
- 5 Where possible, establish the weight of the load before lifting.
- 6 Wear gloves to protect against cuts and punctures.
- 7 Wear safety boots or shoes to protect from falling loads.
- 8 Carry out a trial lift by rocking the load from side to side then try lifting it in a small amount to get a 'feel' for it.



Good Handling Technique

- 1 Stand reasonably close to the load, feet hip-width apart, one foot slightly forward pointing in the direction you're going.
- 2 Bend your knees and keep your back straight.
- 3 Get a secure grip on the load.
- 4 Breathe in before lifting as this helps to support the spine.
- 5 Use a good lifting technique, keep your back straight and lift using your legs.
- 6 Keep the load close to your body.
- 7 Don't carry a load that obscures your vision.
- 8 Lift slowly and smoothly.
- 9 Avoid jerky movements.
- 10 Avoid twisting your body when lifting or carrying a load.
- 11 When lifting to a height from the floor, do it in two stages.
- 12 When two or more people lift a load, one person must take control to co-ordinate the lift.

Note to Supervisor: Now inform your workforce of the company policy regarding manual handling.

Do you have any questions for me?

REMEMBER: BAD MANUAL HANDLING TECHNIQUES CAUSE INJURIES.

NOTE: Failure to comply with safety instructions and RAMS may result in disciplinary actions

Serial	Name	Date of Toolbox Talk	Signature	Site

By signing this register you are confirming that you attended the toolbox talk and understand the requirements for safe lifting and carrying operations