

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



SAFETY SOLUTIONS

Tool Box Talk No 1

MANUAL HANDLING

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By signing this register you are confirming that you attended the toolbox talk and understand the requirements for: considerations and good techniques for manual handling.