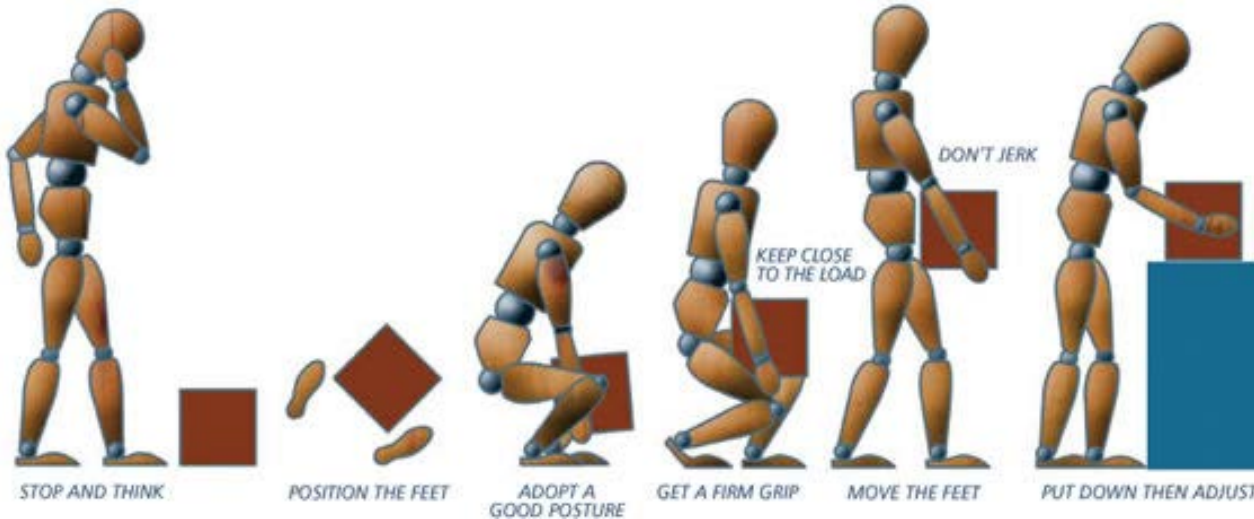


Manual Handling

What Is Manual Handling?

Manual handling is an activity involving lifting, lowering, pushing, pulling, carrying or moving, holding or restraining. It includes sustained and awkward postures, or repetitive motions.

**Lift and carry heavy loads close to the body;
lift with your legs**



A heavy load may be difficult to lift and carry and can increase the risk of injury.

Use mechanical aids or get help to move a heavy load whenever possible.



Beware awkward loads!
Loads that are hard to grip, slippery or an awkward shape



Don't attempt to lift or carry loads if you think they are too heavy!

Manual Handling – Q & A

Provide 3 examples of activities that involve manual handling in your workplace.

Describe situations that are relevant to your team and discuss answers as a group.

What are some of the risks that need to be considered before undertaking manual handling activities?

1. *The age, fitness level, injury status and physical characteristics of personnel undertaking the task*
2. *Weight and dimensions of the load*
 - *Consider sharp edges, unstable contents, slippery materials, awkward shape, or uneven weight distribution*
3. *Workplace layout and the distance the load needs to be moved*
 - *Consider trip hazards (cords, hoses, steps etc.), items in the path of travel (gates, handrails, vehicles, equipment etc.), restricted access (corners, doorways etc.)*

What could you do to reduce manual handling incidents in the workplace?

1. *Plan the lift/move and assess the load before commencing*
2. *Use mechanical aids as required and correct lifting technique*
3. *Ensure doors, gates etc. are open prior to commencing movement of the load*
4. *Ensure trip hazards are removed or highlighted prior to movement of the load*

Describe what correct lifting/lowering technique looks like

- Stand close to object and ensure feet are slightly apart*
- Keep back and head in neutral alignment and do not twist the body*
- Bend at the knees and use legs to lift and lower (rather than back)*
- Keep elbows slightly bent and maintain a secure grip on the load*

Where is the safest lifting and holding zone? Why?

- Directly in front and close to the body (between wrist and elbow height)*
- This puts the least amount of strain on the body and avoids twisting.*

What should I do if I think I've injured myself?

- Stop your manual handling task*
- Notify your supervisor*
- Seek medical advice (your supervisor will help with this)*

