

TOOL BOX TALK

SUBJECT:	Manual Handling
REASON:	Every year, a significant proportion of all injuries are caused by manual handling.
WHY:	If you get it wrong today you will suffer the consequences tomorrow.
OUTLINE:	This talk covers considerations and good techniques for manual handling.

Considerations

1. Always use mechanical aids instead of manual handling if possible (such as forklifts, clamp trucks or pallet trucks).
2. Know your capabilities and only tackle jobs you can safely handle, otherwise always seek help.
3. Check if there is a clear walkway the good lighting to the work area.
4. Where possible, establish the weight of the load before starting to lift.
5. Wear Gloves to protect against cuts and safety boots to protect from falling loads.
6. Carry out a trial lift by rocking the load from side to side, then try lifting it a small way to get a feel for it.

Good handling techniques

- ✓ Stand reasonably close to the load, feet hip-width apart, one foot slightly forward pointing in the direction you are going.
- ✓ Flex your knees and slightly curve your back (avoid stopping or a deep squat when starting to lift).
- ✓ Get a secure grip on the load.
- ✓ A good lifting technique uses the strong muscles in your legs.
- ✓ Keep the load close to your body but don't carry a load that obscures your vision.
- ✓ Lift slowly and smoothly, avoiding jerky movements.
- ✓ Avoid twisting your body when lifting or carrying a load.
- ✓ When lifting to a height from the floor, do it in two stages if possible.
- ✓ When two or more people lift a load, one person must give directions to co-ordinate the lift.

Bad handling techniques

- ✗ Never lift more than you feel happy with.
- ✗ Never push or pull heavy objects unless you have tested the weight first
- ✗ Never carry so much as you cannot safely see your way ahead.

Safety together, first time, every time



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Remember!

You only have one chance with your back. Get it wrong today and you will suffer for ever!

Ensure you know how to lift loads safely & comfortably.

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