

# Manual Handling



## scope

This guide sets out our minimum operational requirements when undertaking manual work and highlights key safety steps

The site risk control plan should also be referred to

Manual handling is the use of physical force by someone to move hold or restrain something

qualifications, skills and training

While not compulsory, completing First Move training can further reduce the risk of injury



## minimum PPE requirements



## additional PPE based on risk assessment controls



### Risk assess the task

- plan your lift
- plan an obstacle free route
- plan regular breaks and job rotations



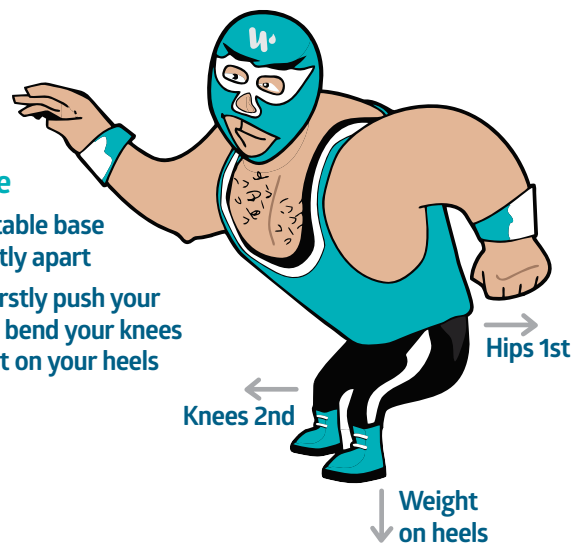
### Consider mechanical aids

Trolleys, lifting tables, hoists and pallet lifters can significantly reduce the load



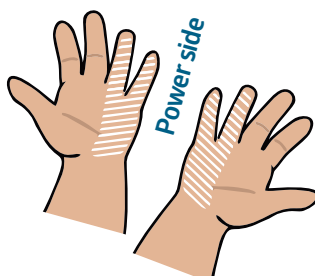
### Work in balance

- Work from a stable base with feet slightly apart
- When lifting firstly push your hips back then bend your knees keeping weight on your heels



### Hands

Use the power side for carrying, gripping, pulling and pushing



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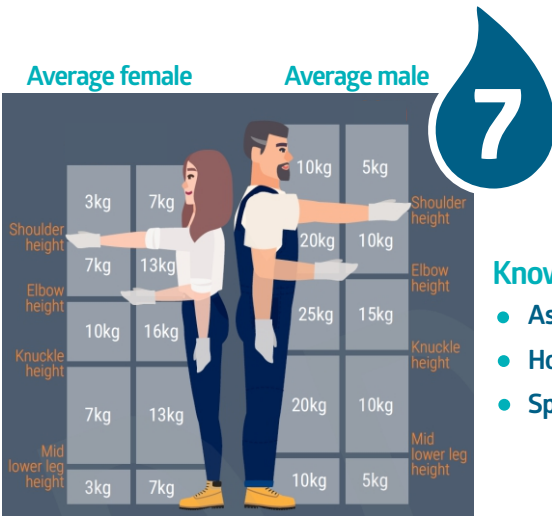
## Turn by moving your feet not your spine

- Minimise; twisting, leaning and reaching
- Avoid; jerky movements, high forces, sustained vibrations, sharp objects and awkward postures



## Overhead work

- Keep your arms in with your elbows pointing down
- Lift up not out



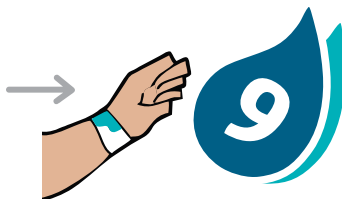
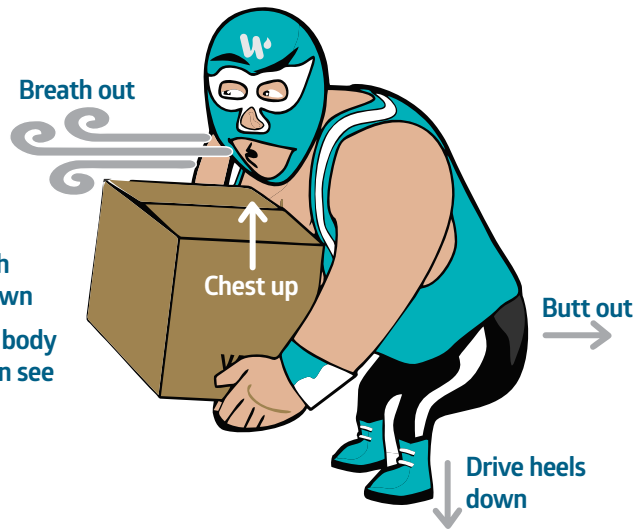
## Know your limits

- Assess the size / shape, stability and weight of the load
- How often, how fast and how far does the load(s) have to be moved
- Split up the load and ask for help

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## Lifting

- Get a good grip, butt out, chest up, knees bent, breath out and drive your heels down
- Keep the load close to your body and your head up so you can see where you are going



## Push rather than pull

Make sure you can see over the load and that the way is clear

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## Additional controls

Continually monitor the risks and review and adjust the controls as needed for the duration of the work

- Know what to do in an emergency



Special thanks to Captain Comfortable from First Move



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