



MANUAL HANDLING

Manual handling accidents, as a result of pushing, pulling or lifting heavy objects or machinery, account for more than a third of all reported accidents each year.



Whether it's stacking shelves, working on a conveyor line or entering data into a computer, most jobs involve carrying out some type of manual task. If poorly designed or done incorrectly, manual tasks can become hazardous.



Moving and handling, also known as 'manual handling', is any action involving physical effort to move or support an object or person by:



- **Lifting**
- **Pushing**
- **Pulling**
- **Manoeuvring**
- **Steadying**
- **Carrying**
- **Transporting**



By law, employers are required to undertake a risk assessment and do everything that is reasonably practicable in order to reduce the risks associated with manual handling.

Amongst other actions, this includes introducing control measures to ensure workers understand how to lift, push and pull correctly, using mechanical aids where available and reducing the need for manual handling altogether.



Risk Assessment

- You should carry out a risk assessment for any manual tasks that have the potential of being hazardous or you have identified as being hazardous. The only time this may not be necessary is when the risk is well known and you are already aware of how to effectively control it.
- A risk assessment of manual tasks will help you identify:
 - Postures, movements and forces that pose a risk and at what point they may become dangerous.
 - Why they are happening and what needs to be done for it to be fixed.
 - A well-designed work area, work procedures, ergonomically designed tools and equipment will help eliminate or reduce risk factors associated with hazardous manual tasks.



Manual Handling Techniques for Lifting



- 1. Before lifting an item, think: Can you use a manual handling aid instead? Where is the load being moved to? Are there any obstructions that may get in the way?**
- 2. Adopt a stable position with feet apart and one leg slightly forward to maintain stability. Make sure that you are wearing suitable footwear.**
- 3. Get a good hold on the load and hug it close to your body where possible. At the start of the lift, bending at the back, knees and hips is preferable to fully bending the back or squatting.**
- 4. When carrying, keep the load close to your waist for as long as possible. Put the heaviest side of the load closest to your body. Keep your head up and look ahead, not down at the load, and avoid twisting or leaning sideways.**
- 5. If you need to, put the load down and adjust your grip before continuing the lift.**



CORRECT LIFTING TECHNIQUE

Plan your lift, checking you have a clear route.

Keep your back straight.

Bend your knees (not your waist) and lift with your leg muscles.

Wear appropriate footwear.

Face forwards, do not bend your neck.

Do not stack boxes if this will obscure your view.

Get a good grip and hold the object close to your body.

Keep your feet shoulder width apart.

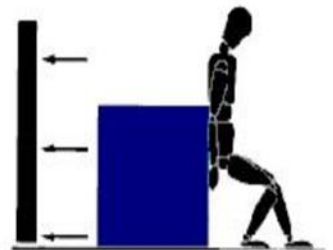


Pushing & Pulling

Pushing & Pulling



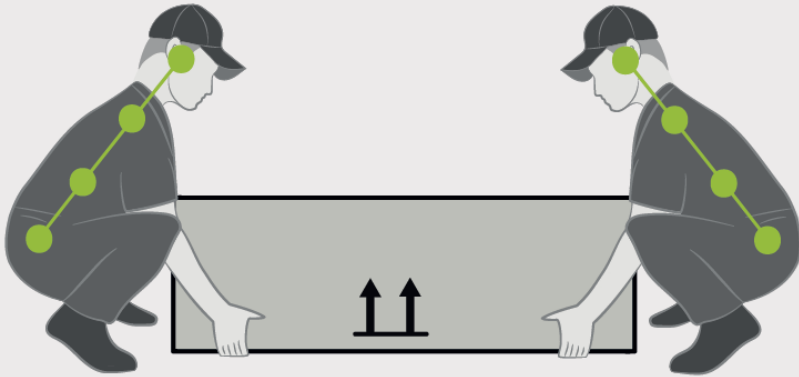
- 1. Use an aid with a handle height that is between shoulder and waist height.**
- 2. Ensure that pushing or pulling equipment is well maintained.**
- 3. As a guide, the amount of force that needs to be applied to move a load over a flat surface is at least 2% of the load weight. For example, if the load is 400kg, then the force needs to be 8kg.**
- 4. The force for pushing or pulling will be greater over imperfect conditions.**
- 5. Always try to push rather than pull where possible.**
- 6. When negotiating a slope or ramp, get help from another worker.**
- 7. On an uneven surface, increase the pushing/pulling force to 10% of the load weight.**
- 8. To make it easier to push or pull, keep your feet well away from the load and move no faster than walking speed.**



Safe Manual Handling

Safer Manual Handling

✓ Size it up

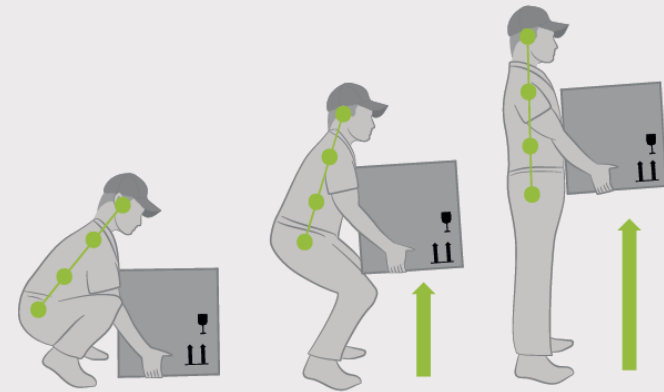


If it seems heavy, it probably is.

- Can you use a trolley or other equipment?
- Can you ask someone to help you to move it safely?
- Consider making multiple trips.

Make sure you have enough room to move.

✓ Think about your posture

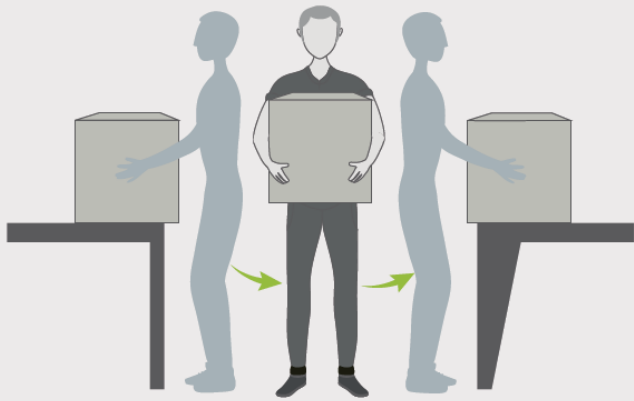


- Keep your feet shoulder width apart.
- Keep your back straight, head up, chest out, and shoulders back.
- Bend at the hips and knees only.

Remember: Keep your nose over your toes

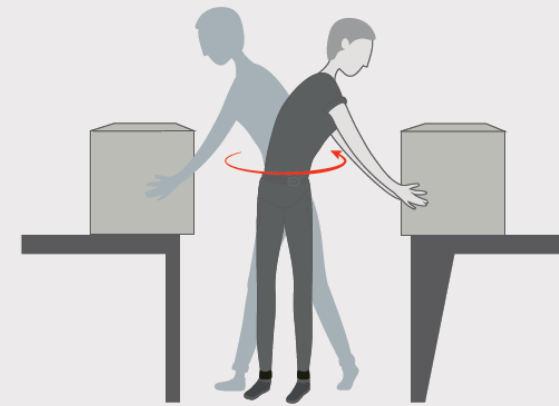
Safer Manual Handling

✓ Hold it up & use your legs



- Get a good grip.
- Keep the load close to the body, between mid-thigh and mid-chest.
- Use your leg and buttock muscles to stand, not your back.
- Move your legs and feet to turn.

✗ Don't twist, stoop or jerk



- Don't twist your back or lean sideways, especially while your back is bent.
- Don't stoop to lift the load.
- Don't jerk or snatch the load during the lift.
- Don't twist. Always move your legs and feet to turn.

Manual Handling

Dos and Don'ts at Workplace

Lifting



Workbenches should be at waist height or be adjustable to prevent

Moving



Use trolleys to move the boxes from one place to another place.

Turning



Ensure that there is enough room to turn around to prevent twisting.

On staircase



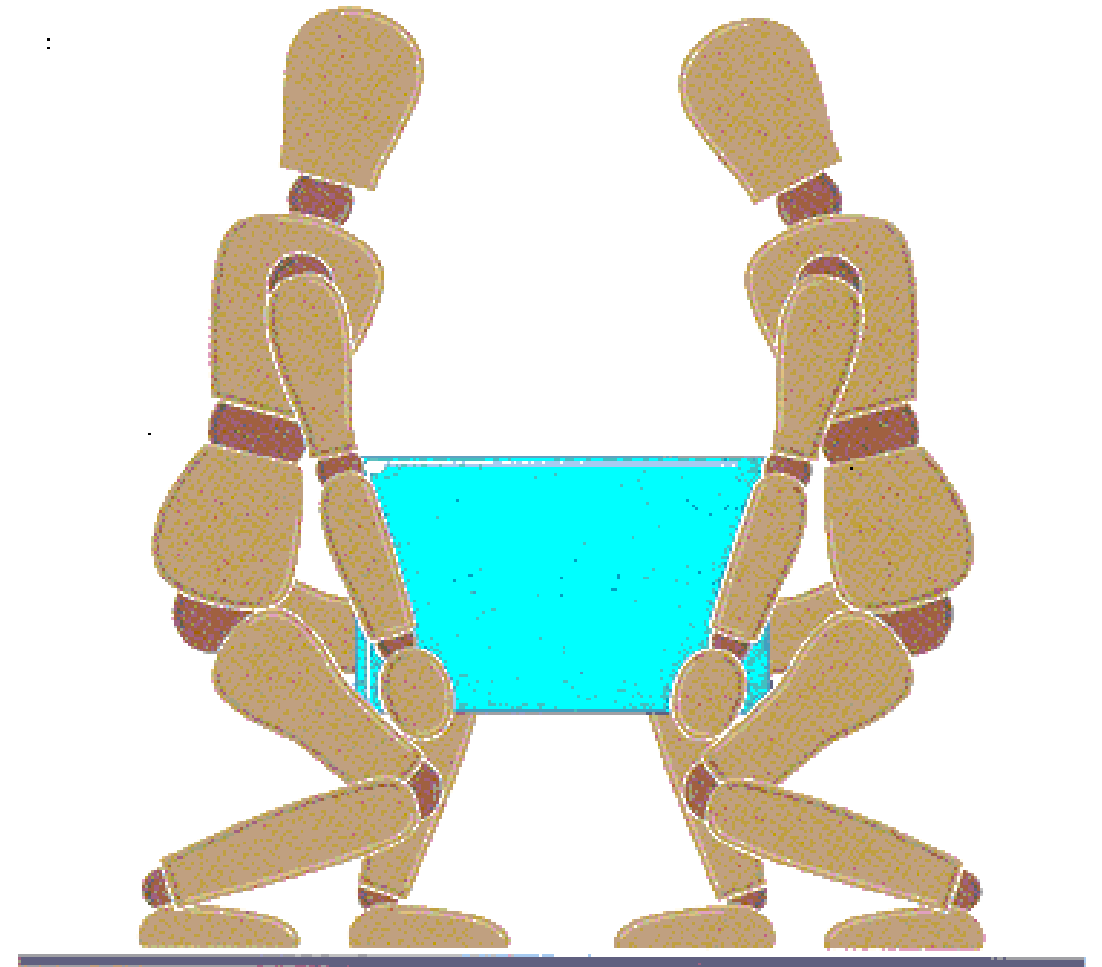
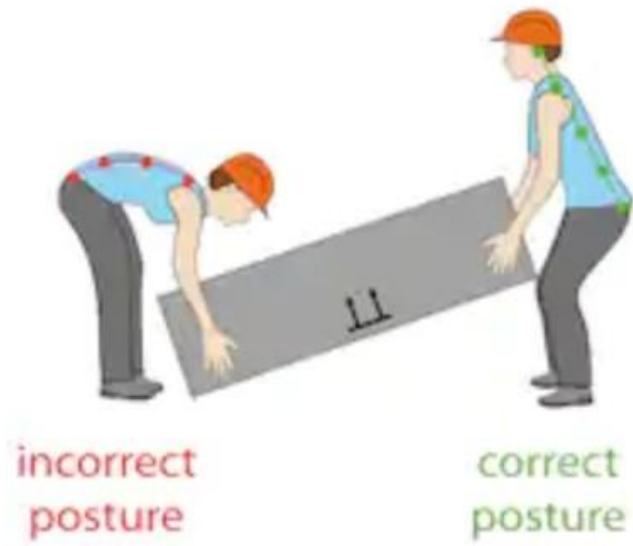
Use elevating platforms when moving boxes through staircase.

Reaching overhead items

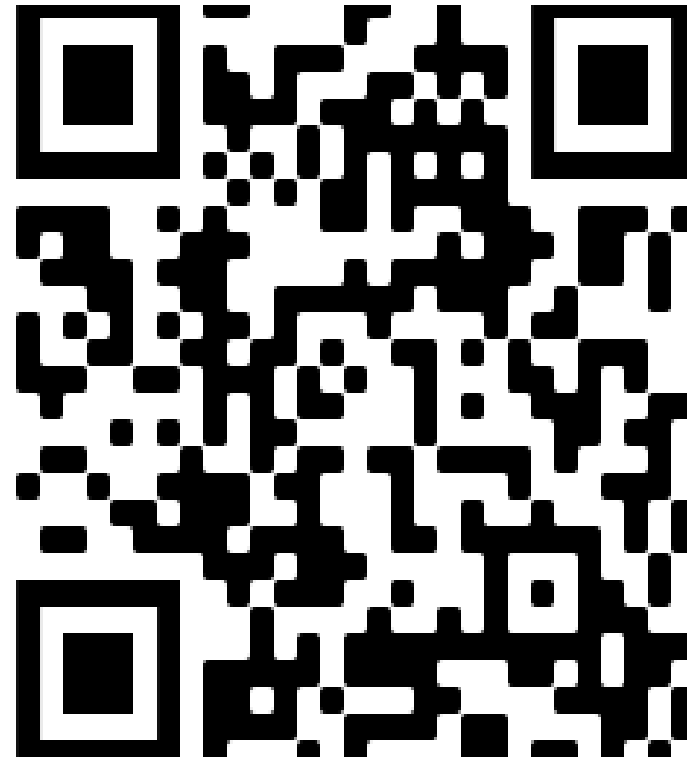


Use elevating platforms or step stools or step ladders to reach over-





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ISO14001
CERTIFICATION