

Manual handling

FACT

Manual handling was the most frequent cause of over-seven-day injury in 2014/15 and approximately **909,000 working days** are lost each year due to handling injuries.*

*HSE Handling Injuries in Great Britain Report, 2014

1 STOP AND THINK

- Where is the load going?
- Are there any obstacles?
- Are there any aids to help me?
- Consider the size, shape and weight of the load



2 THE LIFT

- ✓ Keep distances to a minimum
- ✓ Prepare the area (remove trip hazards)
- ✓ Test the load
- ✓ Feet apart
- ✓ Leading leg slightly forward
- ✓ Hips and knees relaxed
- ✓ Firm hold from below
- ✓ Lead with your head as you lift
- ✓ Keep movement smooth
- ✓ Keep load close to your body
- ✓ Reverse the procedure when lowering the load

3 DON'T

- ✗ Jerk
- ✗ Twist
- ✗ Overstretch
- ✗ Lift loads which are too heavy



4 ASK FOR HELP IF REQUIRED

If the load is too heavy or you have a problem, **ask for help**