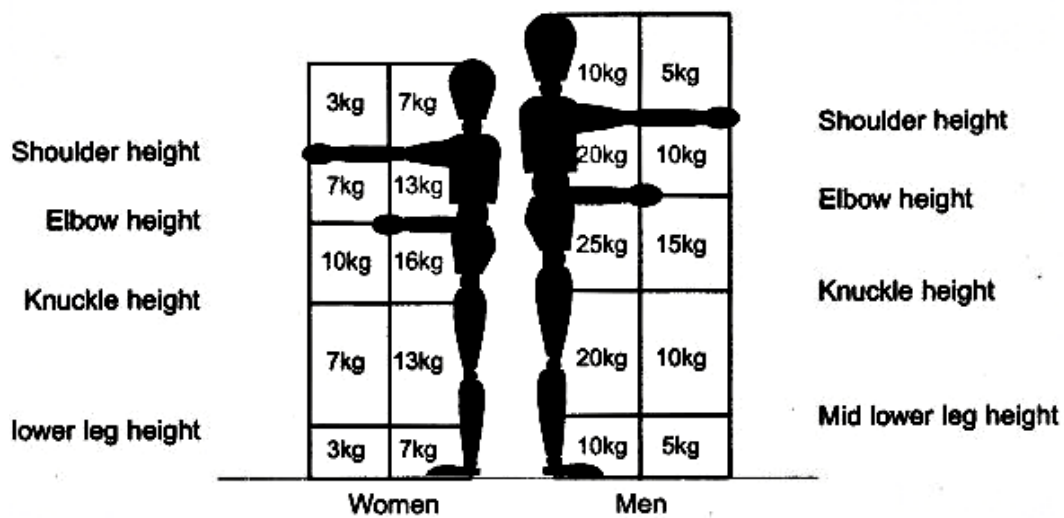


Manual Handling

Essential Rules

<p>If possible avoid mechanical handling</p> <p>Should you be wearing protective equipment?</p> <p>Avoid stooping or twisting.</p> <p>If possible avoid lifting from the floor or above shoulder height.</p> <p>Keep carry distances as short as possible.</p>	<p>Make sure the load is:</p> <p>Easy to grasp</p> <p>Stable</p> <p>Well within your lifting capacity</p> <p>Is the carry path unobstructed</p>
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Maximum Safe Lifting Capacities



Good handling technique

Here are some important points, using a basic lifting operation as an example.

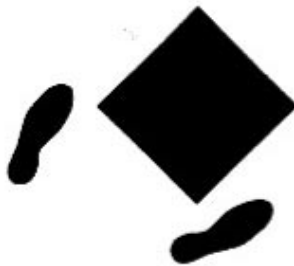
Stop and think

Plan the lift. Where is the load to be placed? Use appropriate handling aids if possible. Do you need help with the load? Remove obstructions such as discarded wrapping materials. For a long lift, such as floor to shoulder height, consider resting the load mid-way on a table or bench to change grip.



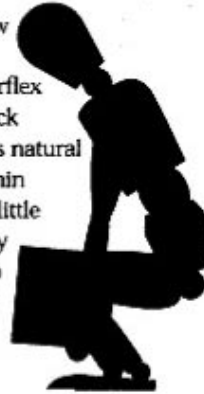
Position the feet

Feet apart, giving a balanced and stable base for lifting (tight skirts and unsuitable footwear make this difficult). Leading leg as far forward as is comfortable and if possible, pointing in the direction you intend to go.



Adopt a good posture

When lifting from a low level, bend the knees. But do not kneel or overflex the knees. Keep the back straight, maintaining its natural curve (tucking in the chin helps). Lean forward a little over the load if necessary to get a good grip. Keep the shoulders level and facing in the same direction as the hips.



Get a firm grip

Try to keep the arms within the boundary formed by the legs. The best position and type of grip depends on the circumstances and individual preference; but must be secure. A hook grip is less tiring than keeping the fingers straight. If you need to vary the grip as the lift proceeds, do it as smoothly as possible.

