MANUAL HANDLING PROCEDURE

Injuries to the back are one of the most common types of workplace injuries. Many back injuries can be avoided by using correct lifting techniques.

Plan the lift

Think about what you are lifting and where you are going to place it
Check:

- That the floor is clear and clean
- For trip hazards
- That you can see what you are doing and where you are going
- Do you need help to lift (team lift or mechanical lift)

The Lift

- Size up the load, ensure you have a firm footing with feet apart
- Keep the load close to your body
- Bend at your knees not at your waist
- Keep your back straight although not necessarily vertical
- Ensure you have a good grip on the object, and tighten your stomach muscles as you lift
- As you lift use your leg muscles, in a smooth action
- Do not twist and keep your back straight
- As you set the load down again keep a straight back and make your legs do the work

Maximum personnel lift

With so many factors involved it is impossible to set a maximum weight that any particular person should lift alone. When assessing a lift consider the following:

- Use a lifting aid when possible
- The lift needs to be able to be done using the correct techniques
- The load should be able to be kept close to the body
- Never twist your back under load
- Carrying with one hand should be avoided