



## **MANUAL HANDLING PROCEDURE**

Injuries to the back are one of the most common types of work place 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