

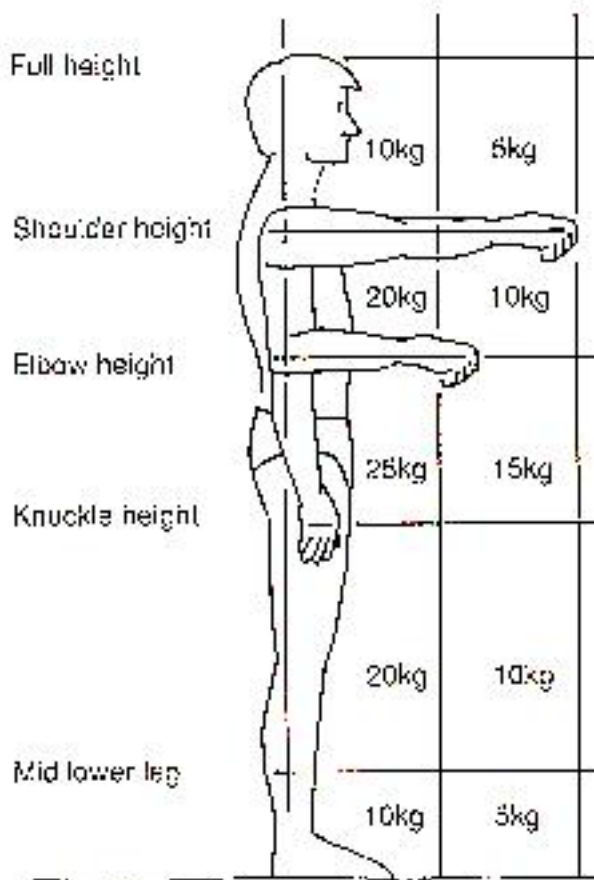
# 10. Manual Handling

**BUDGET CONTRACT  
DISTRIBUTION LTD**

**FULLFLOOD ROAD  
HAVANT  
HAMPSHIRE  
PO95AX**

Issued by: Ian Burrans  
Date: 22.02.2017

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During the course of your employment you will have to lift, push, pull and support loads by hand or bodily force; this is known as Manual Handling (Workplace Regulations 1992)

The Health and Safety at Work Act 1974 requires every employee to take reasonable care for their own health and safety. However, injuries caused by poor manual handling account for a large proportion of the days lost to sickness in the workplace.

Many injuries can be avoided by wearing sensible close fitting work clothing, gloves and steel toe cap boots. Mechanical aids for carrying and lifting e.g. fork lift, pallet truck, sack truck or trolley should always be considered.

The diagram shows the position of weights which the majority of the work population can be reasonably sure to safely handle.

The figures given here are for infrequent lifting but if you are to be lifting repetitively, carrying for more than 10 meters or twisting the load should be reduced and frequent breaks taken.

## Lifting

- Find out where the load is to go, check that the route is clear of obstructions and slip hazards.
- Stand close to the load as possible, face the direction in which the item is to be carried.
- Slide the load towards yourself if it is on a shelf or pallet. Make sure that you can see over or round the load, if not get help.
- Bend your knees and keep your back straight. Do not over-flex the knees if lifting from a low level as this reduces power in the lift.

- Get a good grip, use handles if provided.
- Keep your head up and lift with your legs. The movement should be smooth. Jerky or sudden movements should be avoided.
- Keep the load close to your body.
- When the load gets to its final destination put it down then slide it to its final desired position.

### **Pushing and Pulling**

- Stay close to the load.
- Ensure a good grip.
- Keep your back straight, stomach in, knees bent and elbows in.
- Lean in the direction of travel
- Use your body's weight and leg muscles to do the work and keep control of the momentum of the load especially if it is on wheels.
- Look out for obstructions and people.

### **Lifting with another person**

- Try to work with someone of similar size and build.
- Choose one person to take charge of the lift and give the calls. (lift, lower etc)
- Lift together smoothly and in unison.
- If carrying a load on the shoulders ensure that it is carried on the same shoulder so that potential injury is minimised should somebody trip or fall.