

Manual Handling of Loads during your working activities

Handling of Loads is any transporting or supporting of a load, including the lifting, lowering, putting down, pushing, pulling, carrying or moving, by hand or by bodily force. This document outlines good practice in an attempt to minimise risk to personnel.



Picking up and carrying a toolbox or a step ladder or even picking up a screwdriver or hammer, or fire extinguishers, is manual handling.

Manual Handling accounts for a large number of accidents each year and many millions of work-days are lost due to back and other injuries. Once someone's back has been weakened by injury it is often a recurring problem for the rest of that person's life.

Employees have a duty to make full and proper use of anything provided by an employer in connection with manual handling. This includes following any advice and training given on lifting etc.

1475 Technicians, and assistants / trainees carry or lift +/- 400 to 500kg per day. This is about 2.5 tons per week minimum. Failing to carry / lift correctly will result in back problems.

"Due to the fact that extinguishers are designed to carry the lifting techniques described below will help to protect your back. In the case of Gas / Detection people lifting and carrying techniques are much different, but the same principles apply. The shape of equipment is difficult to handle such as drums of cable on average 25kgs in weight, and cylinders up to about 180kgs in weigh."

Basic rules for safe Manual Handling

Think before lifting.

Is it heavy such as steel CO2 extinguishers, Hose Reel, etc.

Is it large or awkward?

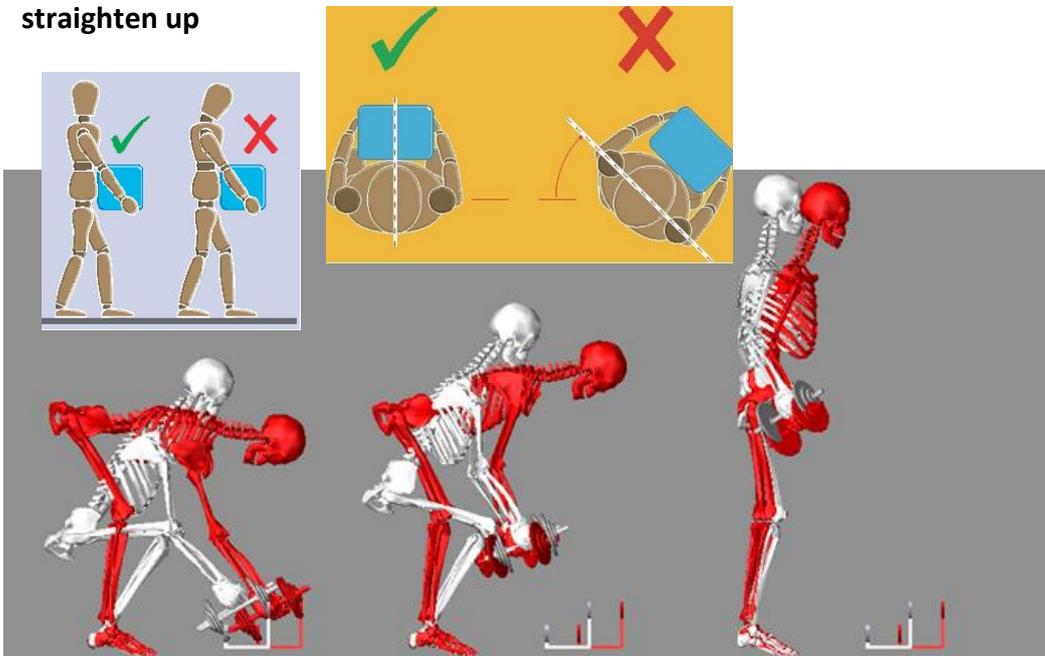
Where is the centre of gravity

Can you manage it alone?

- a. Use the strong muscles and bones of your legs - not the complex and vulnerable muscles in your back.
- b. Make sure you have a firm grip of the load and that you can sustain the grip for the duration of the lift. Wear industrial gloves to improve grip and protect hands from sharp edges.
- c. Make sure you know where you are going to put the load and that the way is clear of obstacles and not slippery. The load must not impede your forward view.

Lifting Technique

- a. Tuck your chin in. This keeps your back as straight as possible and therefore least vulnerable.
- b. Place your feet as close to the load as possible. About a hip width apart and one foot slightly in front of the other.
- c. Bend the knees and crouch down.
- d. Take a full grip - using palms, not fingertips.
- e. Tuck elbows in, straighten the legs, and lift smoothly.
- f. Carry the load forward at waist height.
- g. Change direction by turning on your feet, not by twisting the trunk.
- h. Put the load down in the same careful way and continue being careful as you straighten up



Presented By: Name: _____	Date _____	Signature _____
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