

Good manual handling practice

If you lift, carry, push or pull as part of your job,
the following guidance is for you

Injuries caused

Poor lifting technique and work methods can cause:

Back injury

Slipped discs or trapped nerves

Strains

Over stretching muscles

Sprains

Weakening muscles and related joints from using sudden or excessive exertion

Hernias

Rupture of the stomach or related muscles allowing the protrusion of an organ (usually the intestines)

Wounds

Cuts and bruises to hands, fingers, feet and toes

Fractures

Broken bones caused by dropping or being hit by objects

Good practice

Avoid lifting or carrying wherever possible, for example arrange for items to be delivered to the point of use.

If you must lift or move something, ensure that the object is within your capability. If not, get help.

Use well-maintained mechanical lifting aids, e.g. trolleys, whenever possible.

You also have to be extra careful if you are under or overweight, pregnant, have deformities of the spine, are arthritic, have had previous joint problems, injuries or have any other medical problems, for example, high blood pressure, a heart condition or lung disease. Please inform your supervisor of health and medical issues which may affect your ability to lift or carry loads.

Lifting code

1 Before lifting

Inspect the load and consider your route

2 Stand close

Place your feet on either side of the load to create a stable base

3 Relax your knees, bend at your hips and keep your back straight

4 Chin in

Straighten the neck and back

5 Get a good grip

Ensure the load is secure

6 Try to lift smoothly

Putting down

This is essentially the reverse of lifting so the same code should be applied.

Relax the knees being careful not to pinch the fingers or toes.

Pushing and pulling

Allow your body weight to do the work by:

- Getting a good grip.
- Keeping your back as straight as possible.
- Placing your feet to give maximum leg power.
- Bending your knees and using your body weight and leg muscles to move the load.

Tight spaces

Slide the load into tight spaces – this is easier and safer than lifting.

