

# TIPS FOR HANDLING

## ASSESS your object and your task BEFORE you lift

Have a plan of attack. Plan your route before you lift. Clear any obstacles from your path, and be sure you know what is in your way if you cannot see your path well.



## LIFT with your LEGS

Bend at the knees and hips not your back. Your leg muscles are stronger than your back and can withstand greater force. This is known as the Semi Squat Technique (Frog lift).



## AVOID lifting overhead or from below knee height

The risk of injury increases when objects are lifted from overhead or below knee height. Avoid storing objects above head height or below knee height when possible.



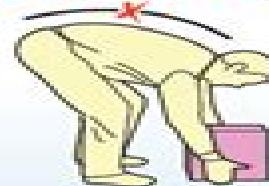
## REDUCE the size of the load when possible

When possible reduce the size of the load or object or make smaller but more frequent trips. For example, repack a heavy load into smaller parcels.



## Two person lifts

When lifting with two or more people ALWAYS ensure people of same size and strength for manual handling tasks.



## Avoid STOOPING

Keep your back neutral. You are less likely to injure your back if you keep your back neutral during lifting.



## HOLD the object at waist level and close to the body

Your arms and your back are better equipped to lift a heavy object at waist level and close to your body than at any other height and/or far from your body.

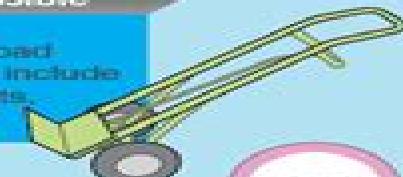
## Don't BEND or TWIST while you are lifting or carrying

Any improper bending or twisting could throw you off balance or injure your back.



## Use lifting aids when possible

Use mechanical aids or get help to lift or carry a heavy load whenever possible. Options include wheelbarrows, conveyor belts, trolleys, cranes or forklifts.



## LIMIT

## KNOW your limits!

Ask for help. If you cannot lift an object, don't. Even if the object is not heavy, if it is awkwardly large or unstable, it can be difficult to lift and could cause you pain. It is better to wait and ask for assistance than to try to lift something that could potentially injure your back.



# Manual Handling Handout

**Hussin A.Rothana**

## Manual Handling Handout:

**Guidance Notes on Manual Handling Operations** Hong Kong Occupational Safety and Health Branch,1998  
**Quartermaster Corps Manual** United States. Army. Quartermaster Corps,1954    **Technical Manual** United States Department of the Army,1972    **Ultimate Guide to Manual Handling** Lee Marsh,2007-11-09 This guide will help any employee supervisor manager director or business owner to honestly evaluate their manual handling practices enabling improvement in themselves and others to move and handle in a better safer way    **Manual of Accounting Practice** National Electrical Contractors Association,1925    *Manual Handling at Work* GREAT BRITAIN: HEALTH AND SAFETY EXECUTIVE.,2012-11    Getting to Grips with Manual Handling Great Britain. Health and Safety Executive,Health And Safety Executive Staff,1994-12-01    **Accountants' and Auditors' Manual** William M. Stone,1925    **DCAA contract audit manual** United States. Defense Contract Audit Agency,1990    *Vocational Education : State Instruction Materials for ... Curriculum and Instructional Materials Center (Oklahoma), Texas Education Agency. Department of Occupational Education and Technology,1973    **Vocational Education: State Instructional Materials** Texas Education Agency,1973*

**Manual Handling** ,1994 Provides guidance to help employers to avoid manual handling or reduce the risk of injury in areas where assessment shows there is a risk Each solution is illustrated with a photograph or diagram with a short explanatory paragraph Content Avoiding manual handling Redesigning the load Redesigning the task Mechanical handling aids Environmental effects Automation    **Manual of Emergency Legislation** Great Britain,1915    University Safety Association digest guidance notes - manual handling in libraries Universities Safety Association,2000    **Storage and Materials Handling** United States. Department of the Army,1955    *Guide to Manual Materials Handling* A. Mital,2017-10-19 Manual Materials Handling MMH creates special problems for many different workers worldwide Labourers engaged in jobs which require extensive lifting lowering carrying and pushing pulling of heavy materials have suffered increasing rates of musculo skeletal injury especially to the back This guide is intended to include all activities involved in MMH lifting pushing pulling carrying and holding Recommendations are provided in the form of design data that can be used to design different MMH work activities The guide is divided into two parts Part I outlines the scope of the problem discusses the factors that influence a person's capacity to perform MMH activities and or should be modified to reduce the risk of injuries and reviews the various design approaches to solving the MMH problem Part II provides specific design data in six distinct chapters The seventh chapter of Part II of the guide describes various mechanical devices that are available to aid MMH activities The guide is aimed at all concerned with the health impact of MMH activities occupational health and safety workers senior human resource managers ergonomists workers compensation lawyers union representatives    *Getting to Grips with Manual Handling* ,2004-01 Offers guidance on the problems associated with manual handling and sets out best practice in dealing with them This title is suitable for managers of small firms or similar

organisations     *Instructor's Manual* John Bean,June Johnson,John Ramage,2003-08     *Library Notes* ,1945     *Manual Handling* New Zealand. Occupational Safety & Health Service,1991

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