

Toolbox Talk

Manual Handling



What?

- Manual handling operations means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving) by hand or by bodily force
- Make a suitable and sufficient risk assessment of all hazardous manual handling operations

THE CORRECT WAY TO LIFT

LEGS BENT, BACK KEPT AS STRAIGHT AS POSSIBLE, LOAD CLOSE TO BODY GRIPPED AT OPPOSITE CORNERS.



Why?

More than a third of all over-seven-day injuries reported each year to HSE and local authorities are caused by manual handling

You should:

- **Avoid** the need for hazardous manual handling where possible
- **Assess** the risk of injury from any hazardous manual handling that can't be avoided
and
- **Reduce** the risk of injury from hazardous manual handling as much as possible

Do



- ✓ The maximum weight you should be lifting is that which is comfortable for you
- ✓ Use lifting equipment where possible
- ✓ Check the load before you lift it not just for the weight but also to assess the centre of gravity and to check for any sharp objects or protrusions
- ✓ Slight bending of your back, hips and knees at the start of the lift
- ✓ Keep weight close to your body
- ✓ Ask for help if the item is bulky or an unusual shape or heavy.
- ✓ Clear the area of potential hazards before lifting
- ✓ Watch where you are going
- ✓ Report any hazards or shortcomings in manual handling activities
- ✓ Wear appropriate PPE especially gloves to protect against sharp edges, and safety footwear for heavy items

Don't



- ✗ Don't Struggle
- ✗ Forget to use appropriate PPE
- ✗ Twist at the waist
- ✗ Snatch at the load
- ✗ Try to lift a heavy or bulky item alone
- ✗ Over-extend whilst lifting
- ✗ Block your view
- ✗ Put yourself or others at risk when handling heavy items or using aids
- ✗ Forget to check where you are going to walk is free from obstructions
- ✗ Forget it's effects can last a lifetime

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