



Toolbox Talk

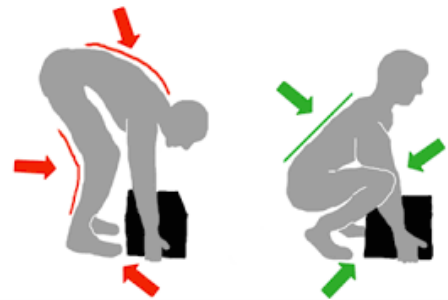
MANUAL HANDLING

Manual handling refers to any activity requiring the use of force to lift, lower, push, pull, carry or otherwise move, hold or restrain an object. Injuries occur through;

- Repetitive movements,
- Prolonged use of equipment and not frequently rotating tasks
- Overreaching,
- Unanticipated activity such as opening and closing windows and gates,
- Rushing and having a poor posture
- Using damaged or faulty equipment
- Not following the correct manual handling technique
- Carrying excessive loads,
- Carrying equipment when moving around the site,
- Not assessing the load before lifting.

When lifting objects manually, adopt the following considerations:

- Be certain that each load is within your lifting capabilities
- Ensure the route you will follow and the lay down area are free of hazards
- Bend at the knees- Keep your back STRAIGHT
- Grip the object/equipment firmly, using the palms of your hands and hold the load close to your body
- Lift gradually by straightening the legs. Do not lift with your back
- Rotate tasks if they are repetitive
- Do not overreach to access areas
- Ensure you have a safe posture and can maintain this while completing the task



If you can't move it safely, get mechanical assistance or someone to help you



Toolbox Talk

1. Think about what you are going to do:

- *Can I handle the load?*
- *Can a lifting aid be used?*
- *Do I need help?*
- *What are the hazards?*



2. Position your feet correctly:

- *Keep your feet apart*

3. Adopt a good position:

- *Slightly bend your back, hips and knees*
- *Keep shoulders level and facing forwards*



4. Get a firm grip and stay close to the load:

- *Keep the load close to your body*
- *Don't overstretch your back*
- *Raise the load whilst straightening your back*
- *Keep your head up*

5. Move your feet and don't jerk:

- *Move smoothly*



6. Put down and then adjust



Signature

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