



Talk No. 19		HANDLING	
Start time		End	
		Duration	

1. **Introduction:**

- 1.1 Manual handling is essential that it is carried out correctly to avoid both short term and long term injuries.

2. **Main Points:**

- 2.1 The primary aim is to avoid manual handling so far as is reasonably practicable (i.e. use of equipment).
- 2.2 Where manual handling is necessary then it must be assessed and proper procedures must be followed.
- 2.3 Plan deliveries and pick-ups to suit load sizes, locations and distribution.

3. **Points to remember**

- 3.1 Assess all loads: are they heavy, bulky, awkward, difficult to grasp, sharp etc? Size up the load and the distance to be lifted. Try to lift by rocking it from side to side and then lifting.
- 3.2 Can you handle the load on your own? Do you need assistance?
- 3.3 Wear suitable clothing: gloves and safety boots to protect against cuts, crushes etc.
- 3.4 Is there sufficient space to take the load? Make a clear route to where you are taking the load?
- 3.5 Do not carry a load on your back.
- 3.6 If necessary move load to a more convenient position.
- 3.7 Always use a good lifting technique.
- 3.7.1 Stand reasonably close to the load with feet hip width apart with one foot slightly forward in the direction you're going.
- 3.7.2 Bend your knees and hips, keeping your back straight.
- 3.7.3 Get a secure grip on the load.
- 3.7.4 Breathe in before lifting.
- 3.7.5 Carry out the lift using your legs to take the strain, keeping the load close to the body.

- 3.7.6 Step off in the same direction as the foot is pointing, keeping the load close to the body.
- 3.7.7 If necessary, use the other hand to support the load.
- 3.7.8 Avoid any jerky movements.

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ATTENDANCE SHEET

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All operatives **listed and signed** below Box Talk.

Date

NAME