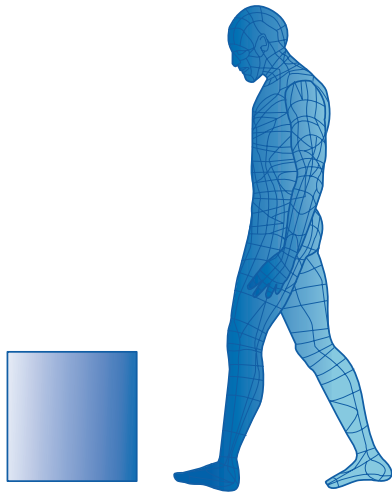


There are a few simple techniques you can use to reduce the possible risks involved in a manual handling task.



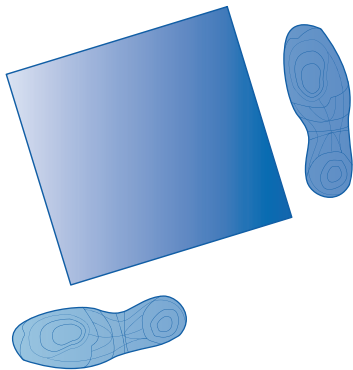
Stop

Once the appropriate checks have been completed, you are ready to lift. The practice of safe lifting and handling is based on the following seven basic principles.

1. Think

Think about the load. Before you attempt to move a load, plan the task; think about where the load is to be placed. Is there anything that might get in the way. Are you likely to need help?...and so on.

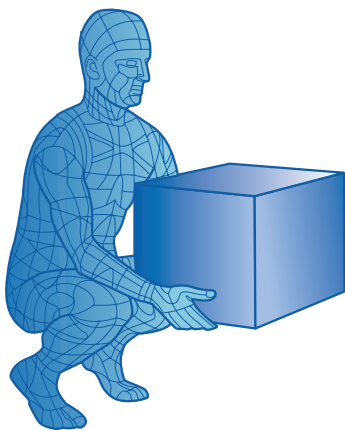
Before you attempt to move a load, plan the task; think about where the load is to be placed.



2. Feet

Place feet alongside load in stable position. Stand with your feet a little way apart, with your leading foot as far forward as is comfortable and in the direction you intend to travel.

This should give you a stable and balanced base for lifting. Once the appropriate checks have been completed, you are ready to lift.



3. Hands/Knees

Grasp the object to be lifted by using the whole of the fingers and the palms of the hands being careful not to overreach.

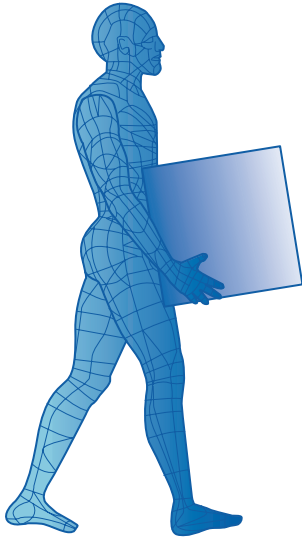
Bend knees, slightly bend back to avoid stooping, use leg muscles to lift.

Do not jerk. Stand up slowly, and if it is necessary to change your grip, do so as smoothly as possible.

Get as firm a grip as possible. Always try to hook your fingers under the load as this is easier and less fatiguing than keeping your fingers straight.



Good handling techniques

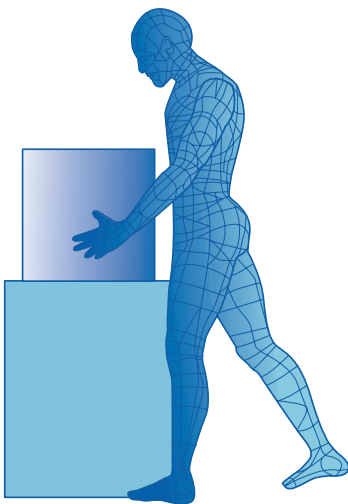


4. Back/Arms

Stand with your shoulders facing in the same direction as your hips. Keep the back straight, but not necessarily vertical, to ensure the spine and other back muscles do not take the strain of the lift.

Keep load close to the waist with heaviest side of load next to body.

The arms should be kept as close to the body as possible, with elbows tucked well in.



5. Posture

Avoid twisting the back or leaning sideways. Try to grasp the load with your hands as near to waist level as possible.

6. Head

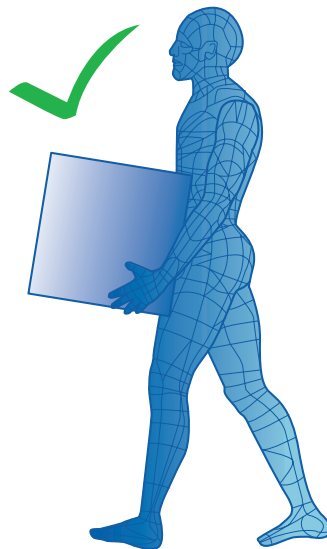
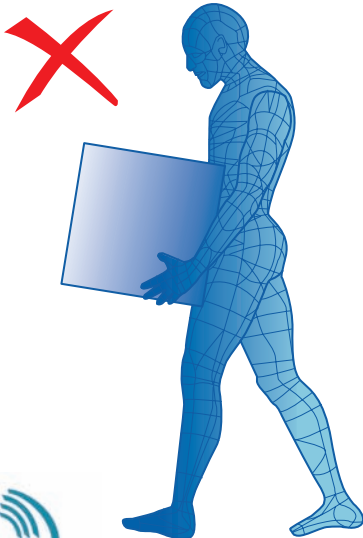
Keep the head up when handling.

Keep chin tucked in with load facing the direction in which you intend to move.

7. Positioning

Put down then adjust.

Keep load close to the waist with heaviest side of load next to body.



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