

<b>Talk No:</b> 19	<b>Title:</b> MANUAL HANDLING
<p><b>Introduction:</b> Manual handling is unavoidable, thus it is essential that it is carried out correctly to avoid both immediate and long term injuries.</p>	
<p><b>Main points:</b></p> <ul style="list-style-type: none"> <li>– The primary aim is to eliminate manual handling so far as is reasonably practicable (i.e. use mechanical handling).</li> <li>– Where manual handling must be carried out then it must be assessed, and correct procedures must be used.</li> <li>– Plan deliveries and storage to take into account load sizes, locations and distribution.</li> </ul> <p><b>Discussion points:</b></p> <ul style="list-style-type: none"> <li>– Assess all loads: are they heavy, bulky, unstable, difficult to grasp, sharp etc? Size up the load and, if necessary, make a trial lift by rocking it from side to side and then lifting it a few inches.</li> <li>– Can you handle the load yourself or do you need assistance?</li> <li>– Wear suitable clothing and PPE such as gloves and safety boots to protect against cuts, crushed toes etc.</li> <li>– Is there sufficient space, suitable lighting and a clear route to where you are taking the load?</li> <li>– Do not carry a load that will obscure your vision.</li> <li>– If necessary, move loads in stages.</li> </ul> <p>Always use a good handling technique:</p> <ol style="list-style-type: none"> <li>1) Stand reasonably close to the load, feet hip width apart with one foot slightly forward pointing in the direction you're going.</li> <li>2) Bend your knees whilst keeping your back straight.</li> <li>3) Get a secure grip on the load.</li> <li>4) Breathe in before commencing the lift.</li> <li>5) Carry out the lift smoothly using the legs to take the strain, keeping the back straight, chin up, and arms close to the body.</li> <li>6) Step off in the direction the advanced foot is pointing, keeping the load close to the body.</li> <li>7) If necessary, stop for rests en-route.</li> <li>8) Avoid any jerky or twisting movements.</li> </ol> <p><b>GET IT WRONG TODAY AND YOU COULD SUFFER THE CONSEQUENCES TOMORROW – AND POTENTIALLY FOR THE REST OF YOUR LIFE!</b></p>	
<p><b>Notes:</b></p>	