

1. Always look for a better way of doing things to avoid manual handling risks

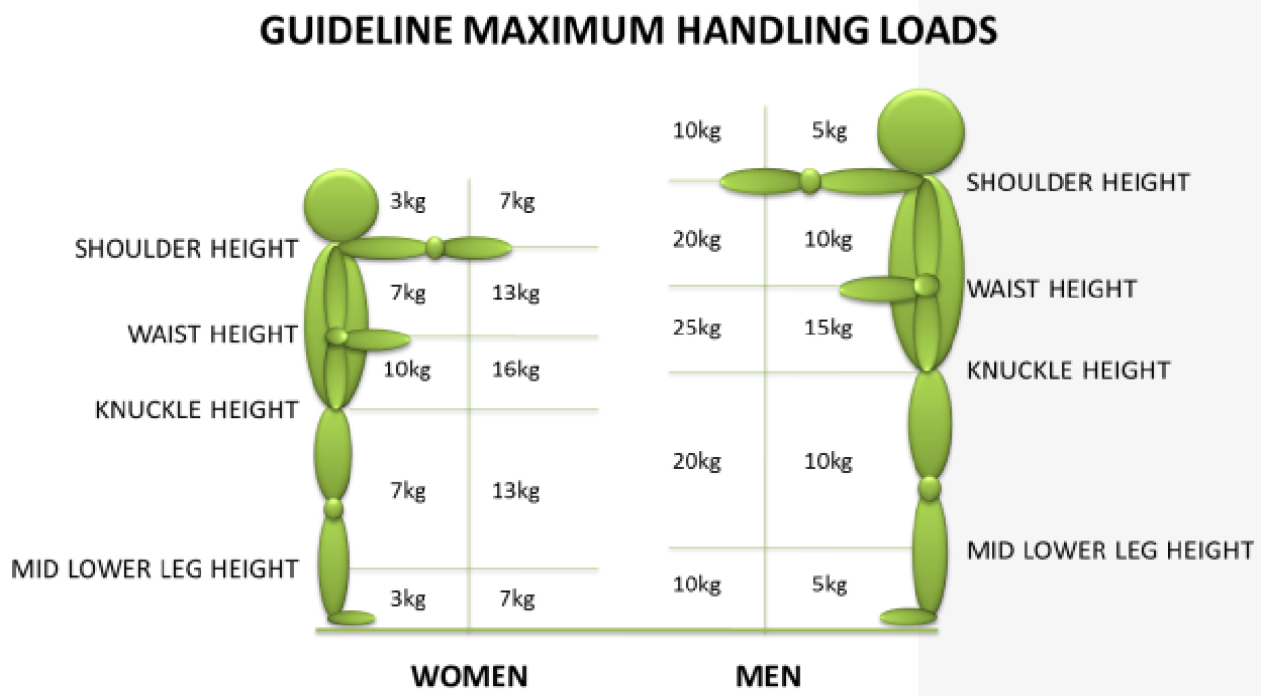
- Never lift a heavy box from the floor ... can some of the contents be removed to make it lighter?
- Is it possible to put a shelf outside the door so you can put down the load before you open the door?
- Can you get the materials supplied in smaller packages?
- Is there a lighter tool which will still do the job?
- Would a small trolley help?
- Balance the load by carrying equal cases in each hand
- Is there a safer and better way?

2. Place or store heavy objects at waist level

- Try to avoid picking up heavy objects from the floor.
- Use a hand truck to shift heavy loads from the floor.
- If the load is difficult to slide or tip over onto its edge, it is too heavy to lift and you need to manage the risk.

3. Use good lifting techniques

- Use the following steps to help you lift safely:
 - Keep the load in close to your body.
 - Lift smoothly - avoid sudden jerks.
 - Use a semi-squat lifting posture - this new approach has replaced the previous recommended method of - crouching down and keeping your back straight - the idea is to half bend your knees and half bend your back to get down to the load.
 - Spread your feet apart to provide a good stable base of support.
- The following diagram shows maximum lifting weights for lifting and carrying based on load positioning. Assuming the load is easy to grasp with both hands and the operation takes place in reasonable working conditions and the handler of the load is in a stable body position. When handling weights above these guidelines a more detailed manual handling risk assessment will be required.



Ten Basic Manual Handling Tips

4. Watch where you are going when carrying a load

- Walk forward.
- Make sure you can see past the load.
- If you need to carry a load down steps, make sure you can see where you are placing your feet.

5. Move your feet to turn. Avoid twisting when bent over

- Straighten up first and then step around or swivel on the balls of your feet.
- If you twist your back when it is bent, you will greatly increase your risk of injury.

6. Make sure you have a good grip on your load and that it will not fall apart and has no sharp edges

- Many injuries are caused by people trying to re-grasp a slipping load.
- Many injuries are caused by people trying to recover a falling load.
- If a load is slipping or falling, get your feet out of the road and let it fall.

7. Remember the '8 second' rule and have the right equipment available

- If it takes more than '8 seconds' to make an adjustment or to get the right tool, people will make do with what they have.
- If trolleys, lifting aids, or load shifting equipment are needed to minimise the risk, make sure they are nearby when required.

8. Prepare for the moving of the load

- Clear an area near waist height to place the load when you put it down.
- Clear the path you will take in advance.
- Identify any obstructions that cannot be cleared.
- Open doors.

9. Wear protective gear when you handle dirty loads, hazardous or chemical substances

10. Stop physical work if you are tired and fatigued

If you're in doubt talk with your supervisor and contact your DFP consultant.

Source: http://doc.vic.computerbank.org.au/occupational_health/10_basic_manual_handling_rules