



Safer Manual Handling

Your guide to reducing the risk of manual handling accidents and injury



**National
Ice Centre**



MANUAL HANDLING

Why is it important to learn how to move and lift things correctly?

Because, moving and lifting things correctly will help to reduce the risk of injury to YOU. ONE THIRD of accidents which happen to City Council employees are caused by incorrect MANUAL HANDLING.

GETTING IT WRONG CAN BE PAINFUL!

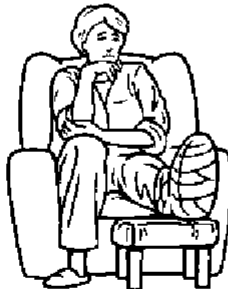
**PULLED
MUSCLES
AND
JOINTS!**



**CUTS AND
BRUISES!**



**BROKEN
BONES!**



RUPTURES!



SOME COMMON MISTAKES:

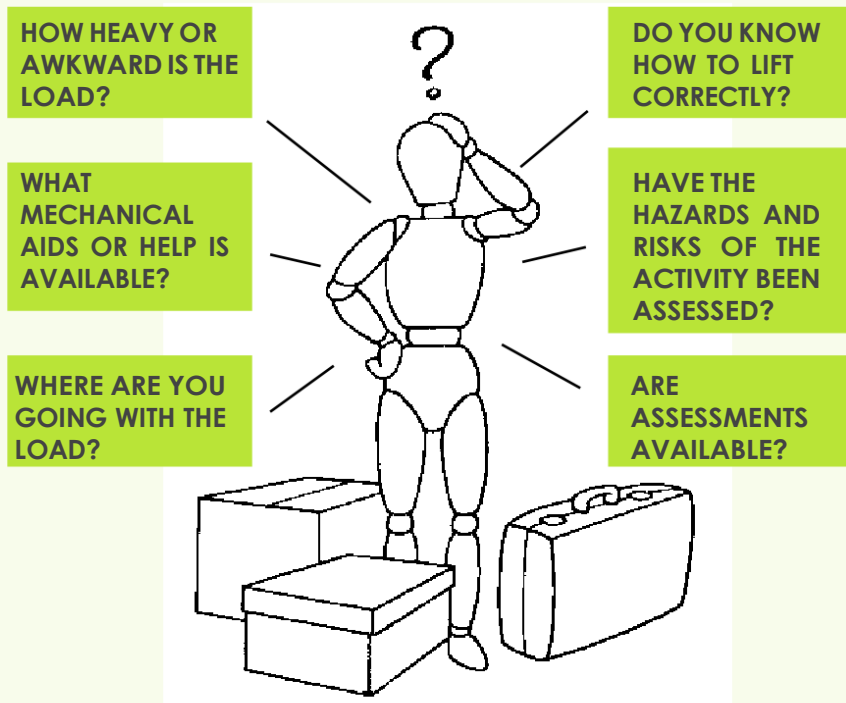
"I've been lifting like this for years without any problems"

"It's only one lift to help out - I should be fine"

These are the types of people who commonly end up in pain.

Back pain can be **PERMANENT!**

GETTING IT RIGHT CAN BE EASY!



EMPLOYEE'S CHECKLIST

- Tilt the load to assess how heavy or awkward it is. If you have any doubts - **DON'T LIFT IT!**
- For heavy and/or awkward loads lift in accordance with risk assessments, training and instructions.
- Get help or use whatever aids are available if the load is too heavy.
- You may need the right personal protective equipment such as anti-slip safety shoes, protective gloves or durable clothing.
- Plan the route and make sure it is safe.
- Report all accidents/near-misses/concerns to your manager.

“know your own limits”

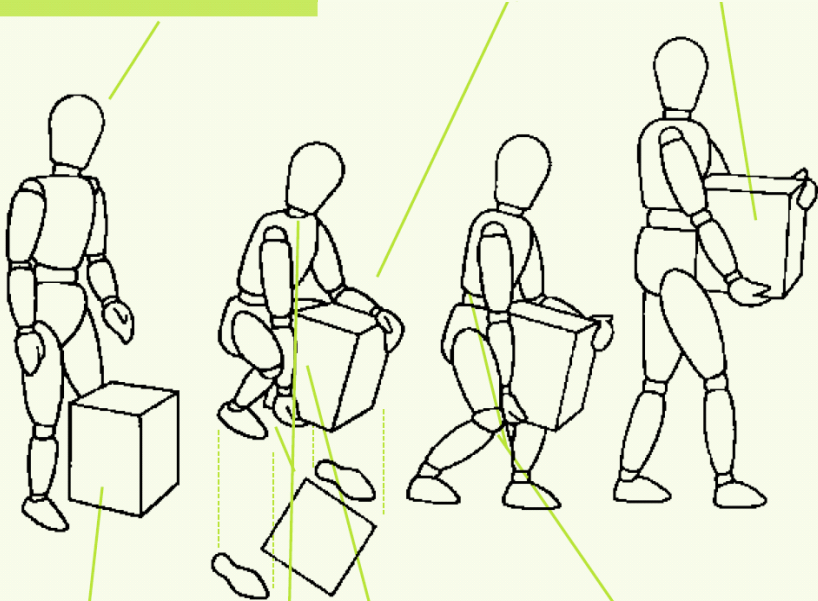
LIFTING FROM THE FLOOR

USE YOUR HEAD FIRST

Stop and think before you lift - check the route for slipping/tripping hazards. Make sure you are facing the direction of travel.

GET A FIRM GRIP

As you lift, bring the load close into the body. Hold with your palm, not your fingers.



STRADDLE THE LOAD

Ensure that the heaviest part of the load is nearest to you.

LIFT WITH YOUR LEGS

Keep your back so its natural curves are maintained.

BEND YOUR KNEES

Tuck in your chin and keep your back so its natural curves are maintained. Do not put your knees on the floor.

ANGLE THE TOP OF THE LOAD AWAY FROM YOUR BODY.

Ensure your leading foot is in line with the front edge of the load.

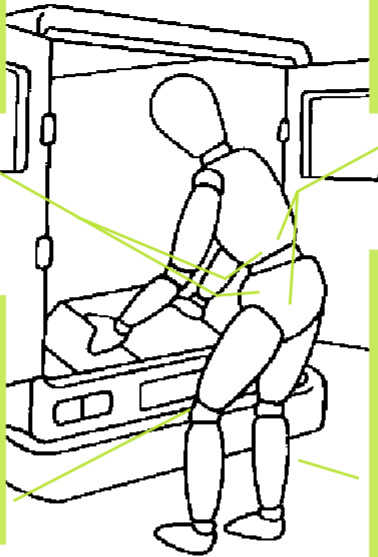
LIFTING FROM A HIGHER LEVEL

**BEND AT THE
HIPS AND KEEP
YOUR BACK
STRAIGHT**

**USE YOUR LEGS,
BUTTOCKS AND
STOMACH
MUSCLES**

**BEND YOUR
KNEES AND
BRACE ONE (OR
BOTH) KNEES
AGAINST A SOLID
OBJECT IF YOU
CAN**

**GET AS CLOSE
TO THE OBJECT
AS YOU CAN.
PULL/SLIDE THE
OBJECT
TOWARDS YOU
FIRST.
AVOID LIFTING
WHILST
REACHING OUT!**



CARRYING

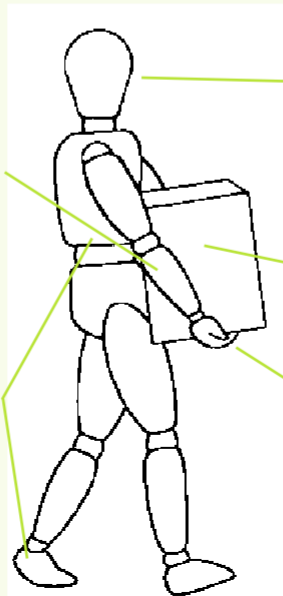
**KEEP YOUR ARMS
TUCKED IN**

**KEEP YOUR VIEW
CLEAR. MAKE
SURE YOU CAN
SEE WHERE YOU
ARE GOING.**

**DO NOT TWIST
YOUR BODY -
CHANGE
DIRECTION WITH
YOUR FEET**

**KEEP THE LOAD
CLOSE TO THE
CENTRE OF YOUR
BODY**

**KEEP YOUR GRIP
FIRM**



UNLOADING

KEEP YOUR BACK STRAIGHT.

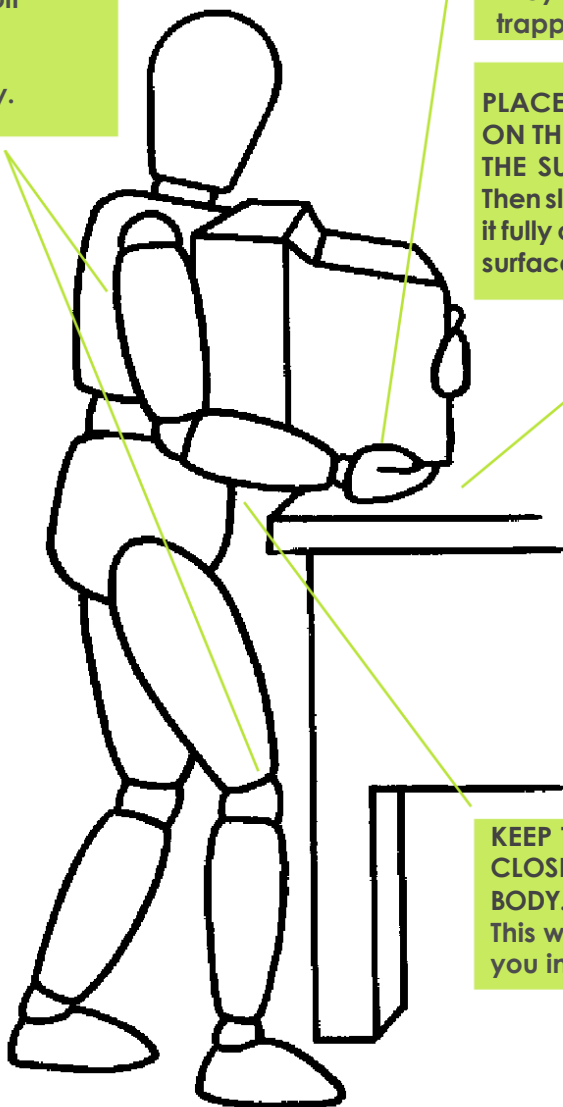
Do not jolt the load down suddenly.

WATCH YOUR FINGERS AND TOES

They can get trapped.

PLACE THE LOAD ON THE EDGE OF THE SURFACE.

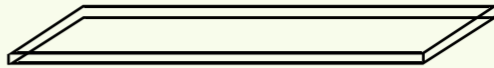
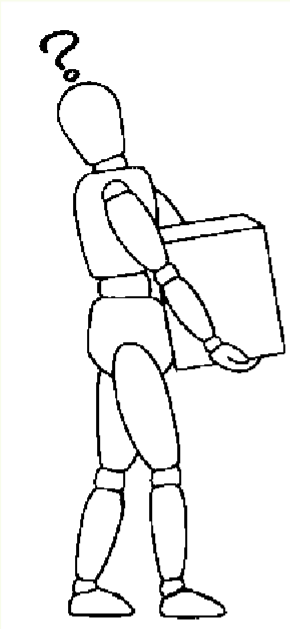
Then slowly slide it fully onto the surface.



KEEP THE LOAD CLOSE TO YOUR BODY.

This will keep you in control.

OVERHEAD LIFTS



When lifting:

Have you lightened the load? e.g. taken some items from a box.

If you need extra height, is there something sturdy (not a chair) and appropriate (kick stool, step ladder) available?

When lowering:

Have you tested the weight of the load before shifting it?

Is there anything on top of the load that may fall off?

Are you as close to the load as possible?

PUSHING AND PULLING

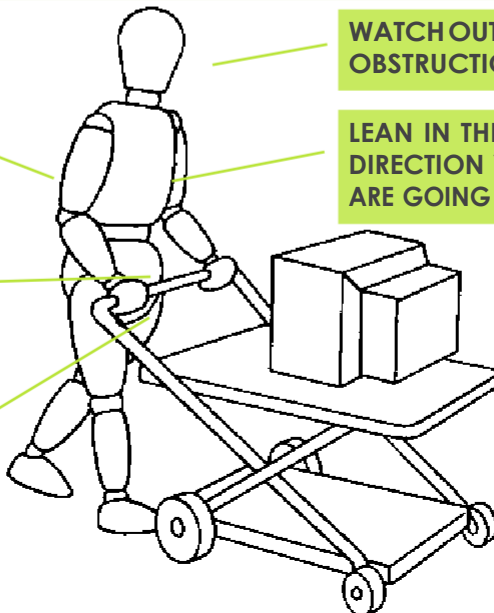
KEEP YOUR BACK STRAIGHT

WATCH OUT FOR OBSTRUCTIONS

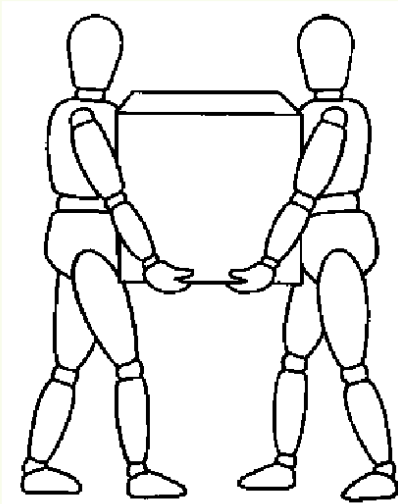
STAY CLOSE TO THE OBJECT

LEAN IN THE DIRECTION YOU ARE GOING

GET A GOOD GRIP



TEAM LIFTING



CHOOSE YOUR PARTNER

Are you of similar height and build?

SOMEONE TAKE CHARGE

Who is calling the instructions?

MOVE SLOWLY AND STEADILY

Do you both know the route?

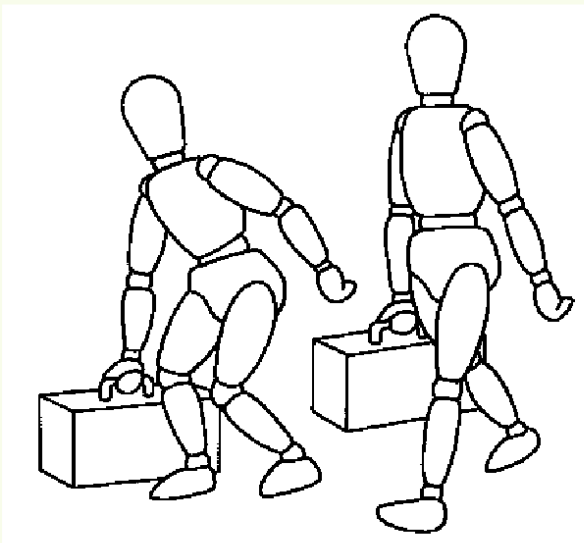
NOTE: If you are in a two person

lifting team, your own lifting

capability reduces by a third. In a

three person team it reduces by half!

ONE-ARM LIFTING (Avoid where possible)



Can the load be
reduced to make
lifting easier?

STAY UPRIGHT

Are your
shoulders level?

STAY IN CONTROL

Are you using your
free arm to
balance yourself?

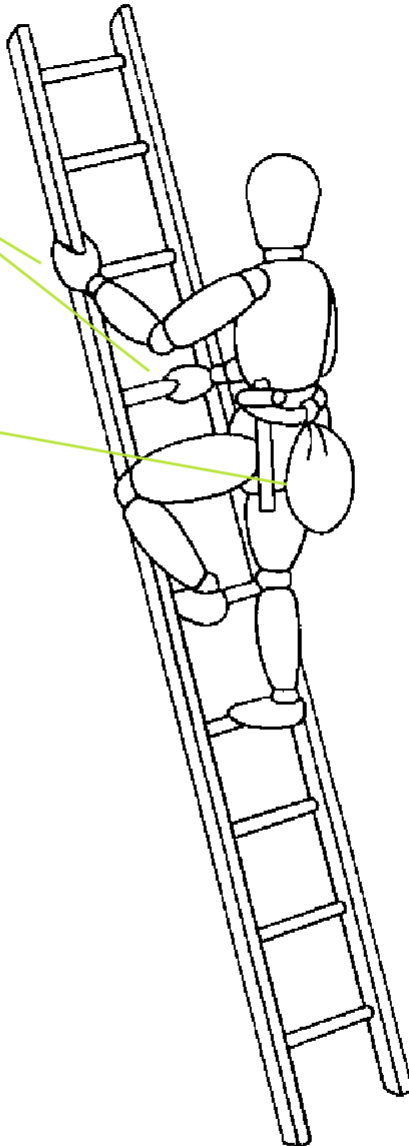
MAKE IT EASY

CARRYING ON LADDERS

KEEP BOTH HANDS FREE TO HOLD THE LADDER WHILE GOING UP OR DOWN THE LADDER

IF YOU NEED TO CARRY ANY TOOLS - USE A SHOULDER BAG, BELT HOLSTER OR BELT HOOKS

DO NOT CARRY HEAVY ITEMS OR LONG LENGTHS OF MATERIAL UP A LADDER. TAKE ITEMS UP ON THE INSIDE OF THE BUILDING OR USE LIFTING EQUIPMENT E.G. A WINCH



Every week in Britain, 1 person is killed and 100 people are injured falling off ladders. Many of these accidents are caused by unsafe carrying practices.

MANAGER'S CHECKLIST

See Corporate Safety Manual: [**Safety Policy and Arrangements - 'Manual Handling'**](#) for further information.

1. Have hazardous manual handling operations been identified?
2. Have reasonably practicable steps been taken to avoid hazardous manual handling operations?
3. Have risk assessments of unavoidable hazardous manual handling operations been completed?
4. Have colleagues completing manual handling risk assessments received training?
5. Have control measures identified in the risk assessments been implemented and has the information on the assessment been communicated to affected colleagues?
6. Have colleagues been provided with information and/or training on manual handling?
7. Have any work related manual handling injuries been reported using the National Ice Centre incident reporting system (See Safety Manual: [**Safety Policy and Arrangements - 'Accident, Near Miss & Work Related Ill Health'**](#) for more detailed information.)

For further information on manual handling, consult the Corporate Safety Manual which can be accessed from the intranet.

HANDY CONVERTER

1 kg = 2.2 lb approx

1 lb = 0.5 kg approx

For example

25 kg = 1 bag of cement

13 kg = 1 box (5 reams) of paper

1 kg = 1 bag of sugar

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‘Raising Standards Safely’

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