

SAFETY TOOL BOX MEETING

NO 13 - MANUAL HANDLING

1. Where assessed gloves should be worn to protect against cuts, scratches or punctures.
2. Wear safety footwear to protect feet from falling loads.
3. Size up the load and if necessary, make a trial lift of a few inches.
4. Do not attempt to lift alone any load that is too heavy, too large or awkward. Do not attempt to lift anything weighing 25kg or more alone.
5. See that there are no obstructions in the direction you will be going.
6. Take up position, feet hip breadth apart, one foot slightly advanced pointing in direction it is intended to move.
7. Bend the knees; back muscles should be relaxed. Keep your back straight.
8. Get a secure grip of the load.
9. Lift, keeping the back straight, arms close to body, leg muscles taking the strain
10. Step off in the direction advanced foot is pointing, load held close to body
11. Do not carry a load which obscures the vision
12. When lifting to a height from the floor do it in two stages
13. Ensure any medical condition that you have, or have had in the past, that may affect your ability to carry out manual handling operations safely is brought to the attention to the site management. This will enable allowances to be made in ascertaining the safest method of manual handling.

I have given the above talk to all men under my control.

Signed:

Company
Rev 1

Date 24-01-07