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| Description: Description: Description: cid:image001.jpg@01CB5F1D.A4AD4420 | **STAFF HANDBOOK**  **LIFTING AND MOVING MATERIALS** | Doc: SH-014 |
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**Manual Handling**

* DO NOT lift any object that you feel may be too in00379_heavy and avoid prolonged lifting and carrying of any heavy load.

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* Be aware that repeated lifting of even moderately heavy loads can injure muscles, joints and ligaments over a period of time.
* Use mechanical lifting equipment where at all possible, i.e., forklift, trolley, pallet truck, tailgate loader.
* Avoid over-reaching to pick up a load.
* Plan your movements and ensure the path and area of storage or installation is clear and free from obstructions.
* Making the lift:
* position yourself close to the load and balance the body;
* get a firm palm grip;
* bend your knees slightly,
* bend forward at a 45° angle, keeping your back and head in a straight line;
* let your leg and buttock muscles do the work;
* lift smoothly without jerking or twisting.
* Assess the weight, size, shape, etc. of the load before lifting it. Small, compact loads may be easier to handle than bulky loads of the same weight.
* Use team lifting. (Individuals doing single lifts are restricted to goods up to 20 kg.)
* Wherever possible, lifting operations should be conducted between mid-thigh and shoulder height - loads over 10 kg should not be stored above waist height.
* Use PPE when handling hazardous substances.
* Staff must ensure customers are not allowed to handle heavy materials by themselves. Always assist customers, and use trolleys, handcarts, etc, as appropriate.

**Preventive Strategies**

* Ensure all areas are neat, tidy and well organised, with no articles stored on walkways or in front of shelves. Heavier articles should be stored at hip height.

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**Carton and Crate Handlingbd10479_**

* Try to vary tasks to allow various postures.
* Avoid double or multiple handling by placing incoming cartons on a trolley, mark and place straight onto shelves.

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* Store heavy cartons and articles between mid-thigh and waist heights, with only small and light articles above shoulder height.
* Crates or containers should have easy-to-grip handles. For large cartons, strapping can help grip as well as gloves with rubber grip pads.
* Use steps and platforms.
* Keep foot space in front of display stands clear, to enable heavy items to be lifted close to the body.
* Stand close when stocking shelves.
* Store tools and similar items off the floor - on hooks or on a non-slip shelf.

**pe01785_Repeated Bending or Twisting**

* Ensure the work level is at about waist height.
* Avoid the lowering of objects that will be lifted later.
* Keep equipment/materials within easy reach without needing to bend or twist.
* Adopt a balanced position when using tools - do not over reach.
* Ensure that ladders are positioned in such a way that will minimise bending and twisting when working off them.

**Standing for a Long Timebd10490_**

* Vary tasks as much as possible. Alternate between standing, sitting and moving.
* Make sure your footwear is comfortable.
* Use a seat at an appropriate height, where possible.

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bd07193_**Loading and Unloading**

If required to assist with loading and unloading:

* Do not jump from vehicles.
* Use loading ramps if possible.
* Ensure the vehicle is parked as close as is safely possible to the storage area.
* Use mechanical aids such as trolleys, forklifts and tailgate loaders.
* Be aware of the dangers of loads falling unexpectedly.
* Operators of lifting equipment should take directions form one person only, however in an emergency, a STOP signal may be given by anyone.
* Get help when lifting heavy loads.
* Inform your supervisor if you see delivery drivers not observing the safety requirements.

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