201: Health and safety in building services engineering  
**Worksheet 4: Manual handling**

**Answer guide**

Demonstrate the correct procedure for lifting a large, bulky item, as instructed by your tutor.

1. **State four things you should do before lifting.**

* **Decide if it is a one-man operation or if you require assistance from a colleague.**
* **Decide if it is safe to use the manual kinetic lifting method or if a mechanical lifting aid is required.**
* **Check that the weight of the item is within the recommended limits.**
* **Select the correct Personal Protective Equipment.**
* **Check the area is clear and safe to carry out lifting.**

(Four from five)

1. **Outline the key techniques you will use to ensure safe lifting and handling procedures.**

* **Adopt the correct stance before lifting: feet apart, giving a balanced and stable base for lifting, with leading leg as far forward as is comfortable.**
* **Hold the load as close to your body as possible.**
* **Keep the back straight and let the leg muscles do the work.**
* **Avoid twisting or leaning, as this will strain your back. Turn by moving your feet, not your body.**
* **Hold the load so that a clear view ahead is possible.**
* **Put the load down carefully, adjusting the position after the load has been put down.**

1. **If the item is too heavy to lift on your own, outline the lifting procedure you will use.**

* **Ask a colleague to help you to lift the item.**
* **Appoint a team leader and follow their instructions.**
* **Coordinate the lift and move with your partner.**

1. **If the use of lifting equipment is required for this task, what additional procedures will you need to carry out?**

* **Visual inspection of the lifting equipment before use.**
* **Check that the weight of the item is within the recommended limits for the equipment you are using.**
* **Ask a colleague to help you to lift the item on to and off the lifting equipment.**
* **Secure the load safely.**