

DO NOT use engage in this process unless you are authorised to use the relevant equipment, have been trained and instructed in its safe use and safe operation



Always use handling aids when lifting heavy or awkward equipment. If there are none suitable, seek assistance and do not proceed



Always seek assistance when lifting heavy or awkward equipment. This may involve getting another person to assist



Always bend at the knees, never the back when lifting heavy loads.
Always follow safe work procedures

HOW CAN MANUAL HANDLING BE DEFINED:

- A manual task involves using your body to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing. Most jobs involve carrying out some type of manual tasks, but not all of them are hazardous. A manual task becomes hazardous when repetitive or sustained force, high or sudden force, repetitive movement, sustained or awkward posture or vibration is present in the task you are engaging in.

GENERAL PRINCIPLES:

- Staff are not to lift more than 25 kg manually
- If an object is too heavy, do not lift it
- Whenever possible, use trolleys and lifting aids to transport heavy objects
- Use appropriate protective equipment where applicable
- Ensure you have a clear area to work in
- Ensure your pathway is clear of obstacles prior to moving the load

BACK CARE:

- Bend the knees, and not the back, when lifting heavy objects or putting them down
- Have feet level and well-grounded on each side of the object
- Before lifting, ensure that you have a strong grip on the object
- Be especially careful of fingers when moving through tight areas such as doorways and when putting the object down
- Keep the back straight
- Avoid overbalancing, twisting and stretching

OCCUPATIONAL OVERUSE SYNDROME (OOS):

- Staff should be particularly careful when performing repetitive tasks
- Office staff should follow the ergonomic guidelines
- Technicians and other labourers should stretch their fingers, wrists and elbows should be stretched, moved and relaxed during the downtime

ALWAYS

- ✓ Report all manual handling injuries using a proper incident register form
- ✓ Any situation leading to the development of sore muscles, aching back, aching neck or headaches shall be reported to the Supervisor for investigation and rectification
- ✓ Bend with your knees and keep your back straight when engaging in manual handling
- ✓ Use a trolley or lifting aid to transport heavy objects
- ✓ Avoid overbalancing, twisting and stretching

