



## TIPS FOR HANDLING



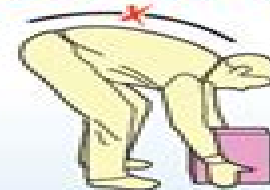
### ASSESS your object and your task BEFORE you lift

Have a plan of attack. Plan your route before you lift. Clear any obstacles from your path, and be sure you know what is in your way if you cannot see your path well.



### LIFT with your LEGS

Bend at the knees and hips not your back - Your leg muscles are stronger than your back and can withstand greater force. This is known as the Semi Squat Technique (Frog lift).



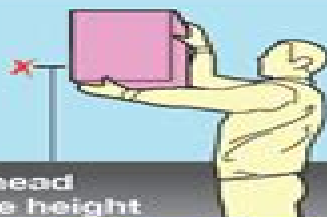
### Avoid STOOPING

Keep your back neutral. You are less likely to injure your back if you keep your back neutral during lifting.



### HOLD the object at waist level and close to the body

Your arms and your back are better equipped to lift a heavy object at waist level and close to your body than at any other height and/or far from your body.

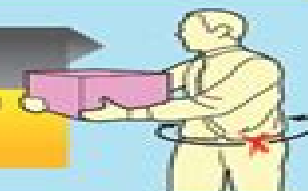


### AVOID lifting overhead or from below knee height

The risk of injury increases when objects are lifted from overhead or below knee height. Avoid storing objects above head height or below knee height when possible.

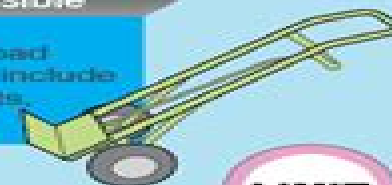
### Don't BEND or TWIST while you are lifting or carrying

Any improper bending or twisting could throw you off balance or injure your back.



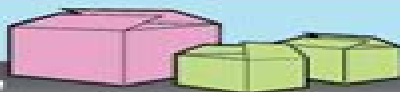
### Use lifting aids when possible

Use mechanical aids or get help to lift or carry a heavy load whenever possible. Options include wheelbarrows, conveyor belts, trolleys, cranes or forklifts.



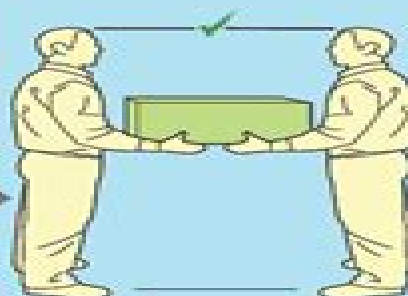
### REDUCE the size of the load when possible

When possible reduce the size of the load or object or make smaller but more frequent trips, for example, repack a heavy load into smaller parcels.



### Two person lifts

When lifting with two or more people ALWAYS ensure people of same size and strength for manual handling tasks.



### KNOW your limits!

Ask for help. If you cannot lift an object, don't. Even if the object is not heavy, if it is awkwardly large or unstable, it can be difficult to lift and could cause you pain. It is better to wait and ask for assistance than to try to lift something that could potentially injure your back.

**LIMIT**

# Manual Handling Handout

**Didier Musso**



## **Manual Handling Handout:**

Quartermaster Corps Manual United States. Army. Quartermaster Corps,1954      Technical Manual United States Department of the Army,1955      Manual of Accounting Practice National Electrical Contractors Association,1925  
**Accountants' and Auditors' Manual** William M. Stone,1925      DCAA Contract Audit Manual United States. Defense Contract Audit Agency,1992-07      Vocational Education : State Instruction Materials for ... Curriculum and Instructional Materials Center (Okla.),Texas Education Agency. Department of Occupational Education and Technology,1973  
*Vocational Education: State Instructional Materials* Texas Education Agency,1973      Manual of Emergency Legislation Great Britain,1915      **Guidance Notes on Manual Handling Operations** Hong Kong Occupational Safety and Health Branch,1998      **Storage and Materials Handling** United States. Department of the Army,1955      *Instructor's Manual* John Bean,June Johnson,John Ramage,2003-08      **Library Notes** ,1945      Occupational Health and Safety Technical Assistance Manual ,1993      **Modern Materials Handling** ,1963      The Formula Manual Norman Stark,1977      *The Secretary's Handbook & Office Manual* Elmer Willard Leighton,1943      **Ultimate Guide to Manual Handling** Lee Marsh,2007-11-09 This guide will help any employee supervisor manager director or business owner to honestly evaluate their manual handling practices enabling improvement in themselves and others to move and handle in a better safer way  
Depot Operations ,1954      **Bulletin. Library Notes** Institute of Paper Chemistry (Appleton, Wis.). Library,1944  
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