

MANUAL HANDLING

1. STOP AND THINK

- Where is the load going?
- Are there any obstacles?
- Are there any aids to help me?
- Consider the size, shape and weight of the load.

2. WHILE LIFTING

- ☑ Keep distances to a minimum
- ☑ Prepare the area (remove trip hazards)
- ☑ Test the load
- ☑ Feet apart
- ☑ Leading leg slightly forward
- ☑ Hips and knees relaxed
- ☑ Firm hold from below
- ☑ Lead with your head as you lift
- ☑ Keep movement smooth
- ☑ Keep load close to your body
- ☑ Reverse the procedure when lowering the load.

3. DON'T

- ☒ Jerk or stretch
- ☒ Twist
- ☒ Lift loads which are too heavy

4. ASK FOR HELP

If the load is too heavy or you have a problem, ask for help.



Industrial Safety Manual

Minjie Lin



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