



WHAT IS MANUAL HANDLING?

Manual handling can be described as the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any animate or inanimate object.

HOW MUCH WEIGHT CAN I LIFT?

The Advisory Standards and Codes of Practice do not prescribe absolute weight limits for lifting, loading or carrying loads. That means the physical capabilities of each individual need to be considered, before attempting a manual handling task, however; the following **GUIDELINES** have been set for both males and females.

	Shoulder Height	3kg	7kg	20kg	5kg
	Waist Height	10kg	16kg	25kg	15kg
	Lower Leg Height	7kg	13kg	20kg	10kg
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- Get a good stable footing.
- Place your feet about shoulder-width apart in a comfortably balanced position, close to the object to be lifted.



- Bend at the knees and grasp the object.
- Maintain a straight back—your back should never be bent.
- Take a firm hold of the object using the palms of your hands, not just your fingers; use gloves if the object has sharp edges.
- Lift the object gradually by straightening your legs and letting your leg muscles, not your lower back, do the work.
- Do not twist your body; if you must turn, move your feet to re-position the object.
- Carry the object close to your body and ensure you can clearly see where you are going.
- When lowering the object, keep your back straight, maintain a good grip and be careful not to jam your fingers.



SAMPLE

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• Do not bend your back to lift the load at once.

• Know the load weight.

• Spread weight and do not load.

• Carry the load with your back to an upright position.

When pushing or pulling heavy lifts, the following safety rules apply:

• Know the load weight.

• Spread the load evenly.

• Know the width of the lift and movement of the load.

• Know that twisting the torso is prohibited.



MANUAL HANDLING EQUIPMENT

The use of appropriate equipment to assist with manual handling tasks will only reduce the risk of injury but also allows efficient use of manual resources.

When determining appropriate control measures, investigate the suitability of equipment, such as trolleys or lifts, etc.

When there are issues to be controlled, investigate the suitability of equipment, such as trolleys or lifts, etc.



TRAINING

If performing a manual handling task that has been assessed as being a high risk, the worker must receive adequate information, instruction and training before commencing the manual handling task.