

# MANUAL HANDLING

**Definition:** Any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving of a load by hand or bodily force.

## 1. Before Lifting

- When beginning any manual handling task it is essential to ensure that the work area is safe prior to entering. Particular attention must be paid to the risk of Slips, Trips and Falls!
- Before carrying out any manual handling task think, have I received adequate training?
- Ensure that before attempting to re-stack a pallet that you are suitably segregated from Lift trucks and other moving vehicles.
- Can the weight of the load be reduced?
- Does it require two people to move the load?



## 2. During

- Assess the weight, height and the rigidity prior to lifting.
- Plan the lift look out for trip hazards etc.
- Place the feet, usually hip or shoulder width apart with one foot slightly in front of the other.
- Good posture, remember to relax, it is essential to feel comfortable.
- Get a firm grip.
- Always lift in a smooth and controlled manner.
- Lift with the legs, the largest and strongest muscles in the body.
- Do not twist the trunk, always move your feet.
- Keep close to the load.



## 3. Dual lifting

- Preferably people of equal size.
- One person needs to be the leader.
- Know where you're going.
- By which route.
- Get a firm grip.
- Communicate with each other.



## 4. Specific (Curtains)

- Before any attempt is made to open curtains it is essential that the required PPE is worn at all times. If a bulge exists, or it is suspected that the load is leaning on the curtain, the curtain must not be opened. The safety, stability and security of the load should then be ascertained before the curtains are opened.
- When pulling the curtains open, take a firm grip with both hands and pull the curtain in a smooth and controlled manner.
- Extra attention should be paid in order to ensure that the curtain straps don't become snagged as this can lead to injuries if the curtain stops suddenly.



## 5. Specific (Hazardous Spillage)

- Wearing suitable personal protective equipment, minimum gloves and goggles, and once you have identified the UN number concerned, deploy the PPE indicated in the TREM card and take care at all times.
- Contact the Hazchem Network on 01788 826580 for technical advice.



### Relay the following information slowly and clearly:

- Your Name and Mobile Number.
- Exact Vehicle Location [Road, Customer Site etc].
- Product name and UN Number [from Tremcard] and Hazard Diamond.
- Nature of Leak and receptacle type and size and scale of leak.
- Product if Liquid, Powder or Gas [and approx amount leaked].
- Any person 'splashed' or injured.
- Any material gone down a drain or roadside.
- Time of incident and any other pertinent information.