

Do I know everything about manual handling now?

Not quite. There's a lot more to it than simply knowing how to lift. The Manual Handling Regulations recommends that a comprehensive manual handling training programme include detailed information on how your back works, how to assess a load for possible risks, and how to lift and set down a load correctly. It also recommends that lifting techniques be learned in a supervised classroom. In other words, you can't learn proper lifting technique by reading it in a book, it has to be shown to you.

Where can I get manual handling training?

Mike Hammett Training Ltd. provide a blended approach to manual handling training. Our course Handling Essentials teaches you the theory of manual handling, while Handling Applied gives you the opportunity to practice correct lifting techniques under the supervision of a City & Guilds qualified instructor.

Please contact us for more information. You can call us at 01925 450952 or email us at mike@mikehammetttraining.co.uk. For more information about Manual Handling Essentials or any of our other courses, check out our website at <http://www.mikehammetttraining.co.uk>

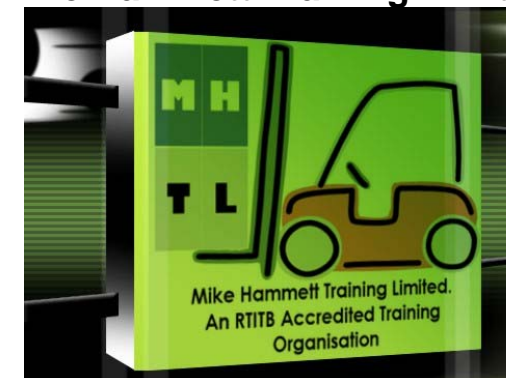
Manual Handling Basics

A Guide to Safer Lifting



Produced By:

Mike Hammett Training Limited



What is Manual Handling?

Basically, manual handling is any activity which involves a person or persons moving a load from one place to another. It's something that we do everyday – whether it is carrying boxes, moving tables or lifting heavy bags of waste.

What's this booklet about then?

This booklet, Handling Basics, brought to you by Mike Hammett training Ltd. describes a simple lifting technique you can use to avoid injury from manual handling.

Injury?

Yes, injury. Every year thousands of people are injured in the home and at work while lifting loads. In fact, manual handling accidents are the most common cause of injury in the workplace: over one-third of workplace injuries can be attributed directly to loads that were lifted incorrectly.

So, this booklet will help me avoid manual handling injuries?

It's one step. By demonstrating the correct approach to lifting it will certainly show you how to handle loads more safely. However, the correct approach to lifting assumes that you won't try to lift more than you should.

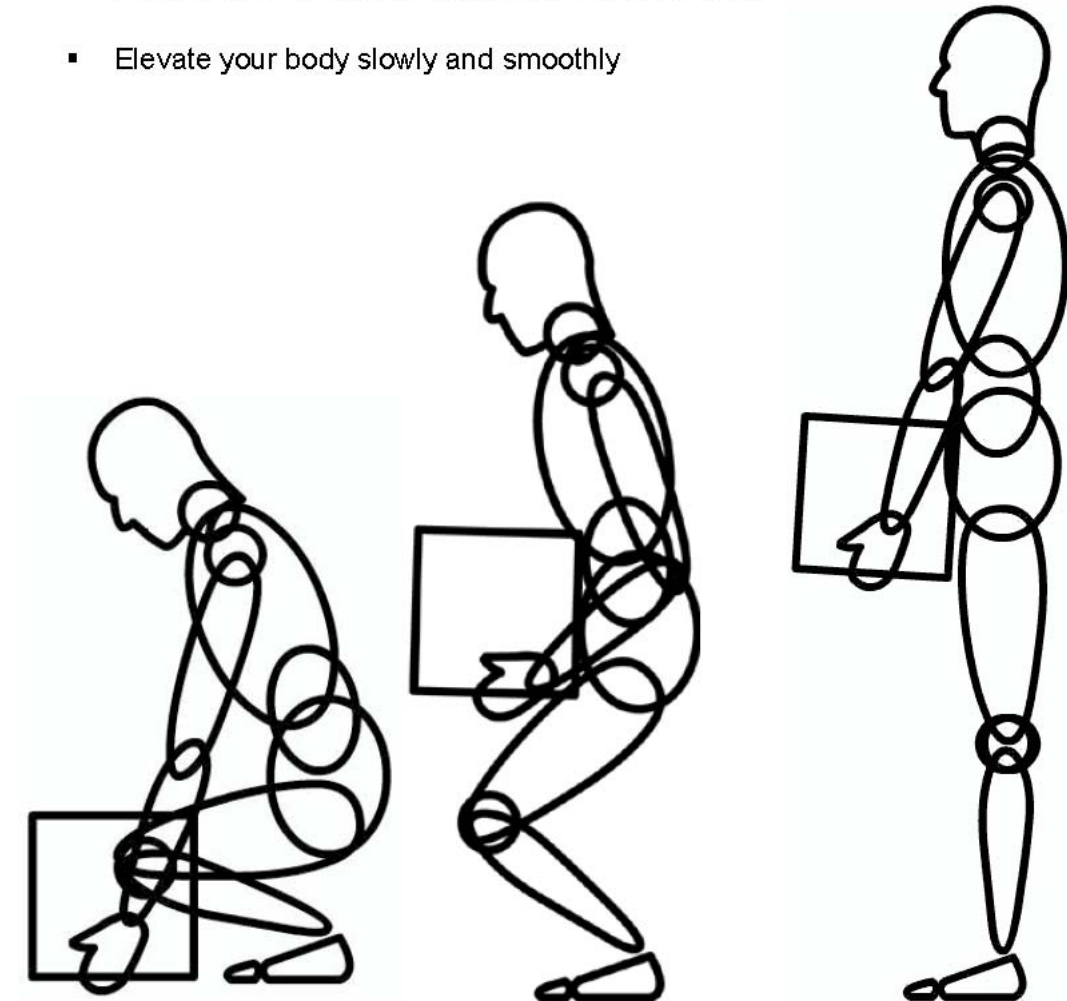
How much should I lift?

For general items there is no exact rule about how much one can lift safely. This is because people's capabilities vary widely according to age, gender, fitness, build and the nature of the item or items being lifted. Having said this, the Health and Safety Executive does recommend that you lift no more than 15kgs to elbow height.

Elevate Smoothly

When lifting a load:

- Push up using your legs, raising your chin as the lift begins
- Pull the load as quickly as possible into your waist
- Elevate your body slowly and smoothly



Stop and Think

Now Get a Firm Grip

Place your hands underneath the corners of the load.

Once you've done that make the load secure by:

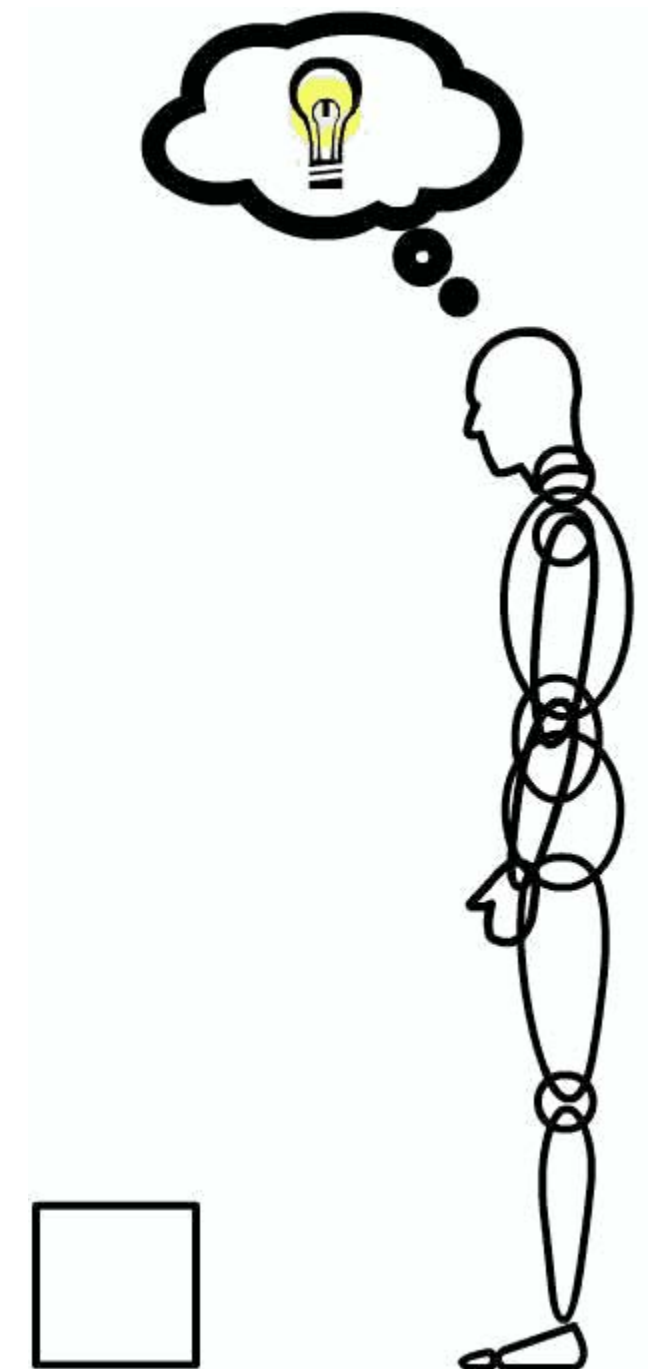
- Gripping it like a hook (a hook grip is less tiring than a grip in which the fingers are kept straight)
- Keeping your arms within the boundaries formed by your legs



Before you begin lifting, plan!

Ask yourself:

- Can I avoid the lift?
- If not, can I use a mechanical aid?
- Can I see clearly where I am going?
- Do I know where the load is to be placed?

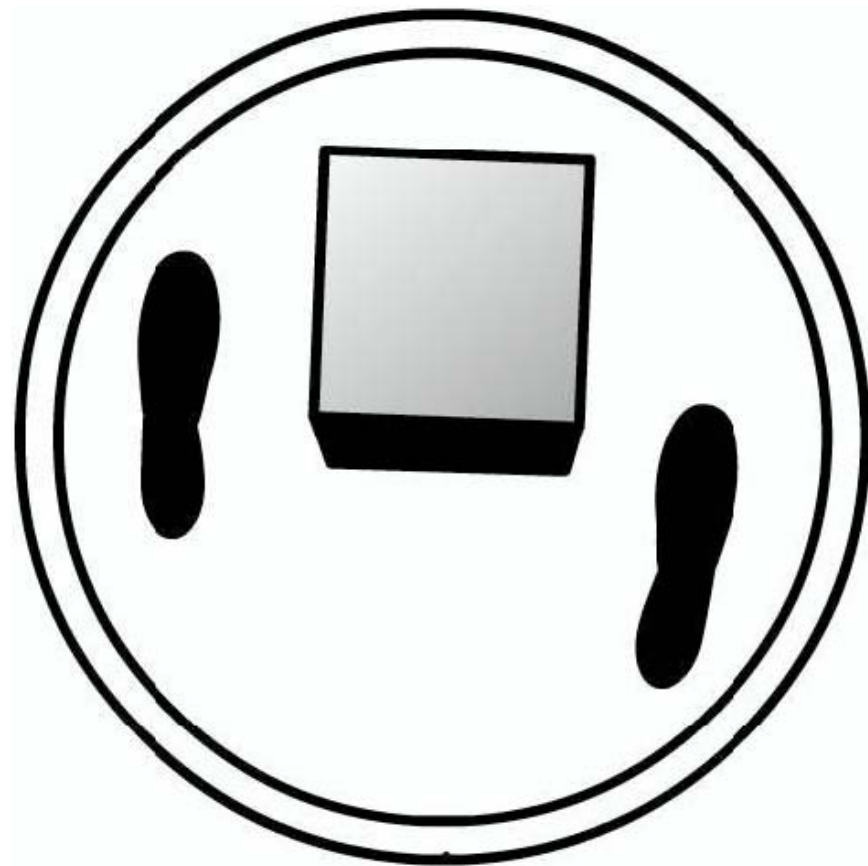


Position Your Feet

Position your feet on either side of the load.

Make sure that:

- You are as close to the load as possible
- Your feet are apart
- Your leading foot is forward
- Your feet and body are pointing in the direction you intend to go, if possible



Get Into a Good Posture

When your feet are in position:

- Bend the knees
- Keep your back straight, maintaining its natural curve
- Tuck in your chin
- Lean forward over the load to get a good grip
- Keep your shoulders level facing in the same direction as your hips

