

# MANUAL HANDLING

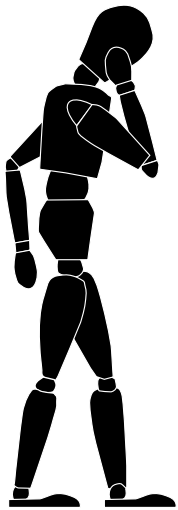


## An Introduction

[www.driverhire.co.uk](http://www.driverhire.co.uk)

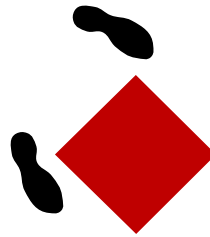
**Under the Health and Safety at Work Act 1974, every employee has a responsibility to:**

- Take reasonable care for their own health and safety and that of others who may be affected by their activities
  - Co-operate with their employer on health and safety matters
  - Make proper use of equipment provided for safety



### 1. ASSESS

Assess the operation before lifting.  
Do you require help?  
Are there any handling aids available?  
Warm up and prepare to lift.



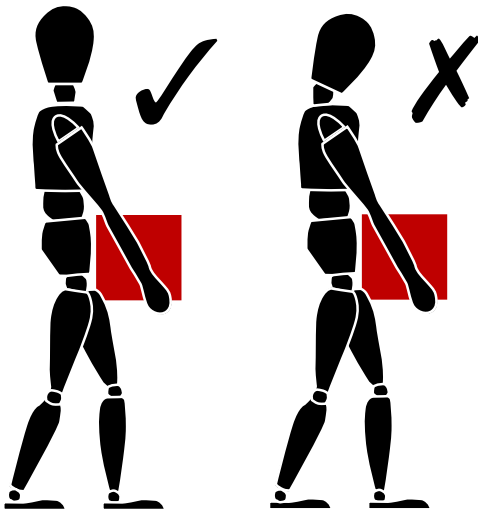
### 2. FEET

Adopt a stable position with feet apart and one leg slightly forward to maintain balance.



### 3. KNEES

When lifting from a low level, bend the knees, then use the thigh muscle to control and power the lift.



### 4. BACK

Keep the spinal curves in a neutral position, avoiding stooping and twisting.

### 5. HEAD

When handling, look ahead not down at the load.

### 6. GRIP

Maintain a sure grip using palms and fingers.  
Hold load close to reduce lever effect.

**All movements should be smooth and controlled.  
Avoid sharp, jerky actions which may cause injury.**

### TRAINEE:

I, the undersigned acknowledge receipt and understanding of the above briefing on Manual Handling.

**I confirm that I do not suffer from any condition which prevents me from conducting the tasks as taught above:**

Print Name:

Signature:

Date: