

Subject: Manual Handling

Tool Box Talk No.: 056

Almost a quarter of all injuries at work are caused by accidents during manual handling. Most of the injuries are to hands, feet, legs and back. Some of the back injuries result in permanent disability.

Take care of yourself by following the guidance given below:-

If mechanical handling equipment is available and you are authorised and trained to use it, do so.

Wear the right protective equipment for the job.

Know your physical capabilities and only tackle jobs you can reasonably handle.

Think the job through:-

- Can you handle the load by yourself?
 - Is there a clear, properly lit, walkway to the work or stacking area?
 - Is there a safe stacking area?
 - Will timber packing be required between the articles when stacked?
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- ✓ Always check that the weight of the load is known before lifting.
 - ✓ Know the correct way of lifting before attempting a lift:-
 - ✓ Stand reasonably close to the load, be sure footing is firm and feet are about 300 mm apart.
 - ✓ Squat down by bending the knees, keeping the back as natural as you can.
 - ✓ Place hands where they will not slip, and grip firmly.
 - ✓ Breathe in before lifting - inflating the lungs helps support the spine.
 - ✓ Straighten up with the legs, keeping the back as straight as you can
 - ✓ Hold the load firmly and close to the body.
 - ✓ Ensure your view is not impeded by the load whilst working with it.
 - ✓ Lift slowly and smoothly. Avoid jerking motions.

When two or more persons lift a load, one of the team must be nominated to give instruction to ensure that each person lifts an equal share and the team work together.

Follow the guidance and advice provided in the “Safe Lifting Guidance and Techniques” provided in your H & S pack.

TOOL BOX TALK RECORD SHEET

COMPANY: _____

SUBJECT OF TOOLBOX TALK: _____

NAME OF PERSON DELIVERING TOOLBOX TALK: _____

TIME: _____ DATE: _____ LOCATION: _____

NOTE ANY QUESTIONS ASKED BY STAFF DURING TOOL BOX TALK:

**YOU SHOULD ONLY SIGN THIS SHEET IF YOU HAVE UNDERSTOOD THE INFORMATION PROVIDED.
IF YOU ARE IN ANY DOUBT OR UNSURE ABOUT ANYTHING COVERED BY THIS TOOL BOX TALK
PLEASE ASKED THE PERSON DELIVERING THE TALK TO EXPLAIN MORE FULLY.**

PLEASE PRINT YOUR NAME	JOB DESCRIPTION	SIGNATURE

SIGNATURE OF PERSON DELIVERING TOOL BOX TALK: _____

