

MANUAL HANDLING

The **Dos** and **Don'ts** at your workplace

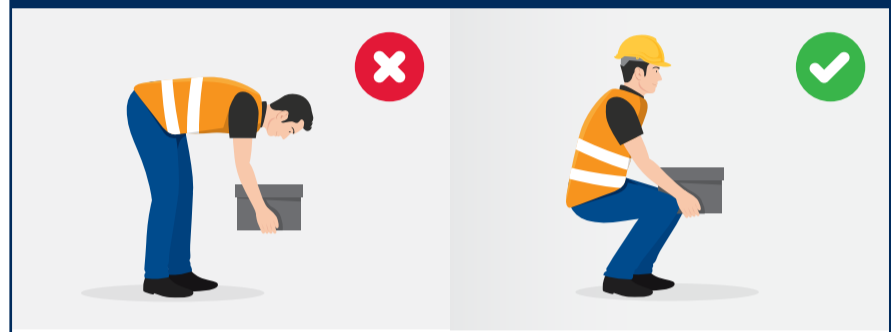
EQUIPMENT

Wear suitable PPE such as gloves and safety boots.



LIFTING

Use knees and keep back straight to lift objects.



TURNING

Ensure that there is enough room to turn around to prevent twisting.



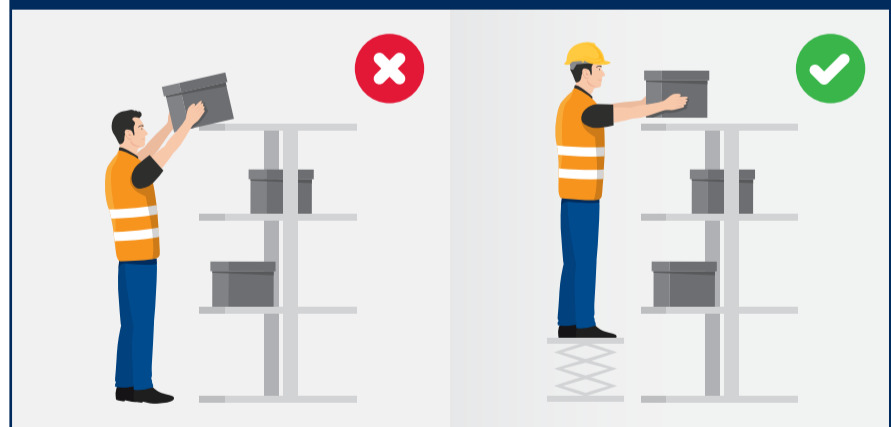
ON STAIRCASE

Use elevating platforms when moving boxes through staircase.



REACHING OVERHEAD ITEMS

Use elevating platforms or step stools or step ladders to reach overhead.



MOVING

Eliminate manual handling as far as is reasonably practicable.

Assess all loads for size, stability and handling difficulty.

Use trolleys to move boxes from one place to another.

Ask for assistance from a colleague if necessary.

