# Manual handling

# **FACT**

Manual handling was the most frequent cause of over-seven-day injury in 2014/15 and approximately 909,000 working days are lost each year due to handling injuries."

# 1 STOP AND THINK

- · Where is the load going?
- · Are there any obstacles?
- Are there any aids to help me?
- · Consider the size, shape and weight of the load



### 2 THE LIFT

- Keep distances to a minimum
- Prepare the area (remove trip hazards)
- Test the load
- ✔ Feet apart
- ✓ Leading leg slightly forward
- Hips and knees relaxed

- Firm hold from below
- Lead with your head as you lift
- Keep movement smooth
- Keep load close to your body
- Reverse the procedure when lowering the load

## 3 DON'T

**≫** Jerk

**≫** Twist

✗ Overstretch

\* Lift loads which are too heavy



# **4** ASK FOR HELP IF REQUIRED

If the load is too heavy or you have a problem, ask for help



# **Manual Handling Sop Template**

Joacim Rocklöv

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