

# WORKPLACE MANUAL HANDLING



**1** CONDUCT  
A RISK  
ASSESSMENT



**2** ENSURE YOU OR YOUR  
STAFF HAVE BEEN  
ADEQUATELY TRAINED

**3** PLAN YOUR ROUTE  
AND YOUR LIFT IN  
ADVANCE



**5** WEAR SUITABLE  
CLOTHING AND  
FOOTWEAR

**4** KNOW YOUR LIMITS - USE A  
MECHANICAL AID IF  
SOMETHING IS TOO HEAVY



**6** PUSH THE LOAD  
RATHER THAN  
PULL IT



**7**   
BEND YOUR  
KNEES, NEVER  
YOUR BACK

**8** KEEP YOUR  
HEAD UP



**9** HUG THE  
LOAD



**10** AVOID TWISTING  
OR LEANING



**11** ENSURE YOU OR YOUR STAFF HAVE BEEN  
ADEQUATELY TRAINED

