

GUIDELINES FOR MANUAL LIFTING and Hazard Assessment

If the manual handling risk cannot be eliminated and it is not practicable to use mechanical aids use the correct safe lifting technique to help prevent injury.

Plan the Lift

Try to break down the load into smaller parts.

Check the pathway for any obstacles and clear these. Check if any doors need to be opened

Test the weight of the load by lifting one corner. If it is too heavy or awkward, stop and request help

Performing the Lift

Stand with feet shoulder width apart and in a staggered stance

Move in close to the load

Bend your knees, keep your head upright and maintain the spine's natural curves

Pull the load close to your body

Secure your grip

Use a smooth controlled motion to lift the load

Avoid twisting or turning your body when lifting and be sure to use your feet to change direction

Setting the Load Down

Stand with your feet apart and in a staggered stance

Get as close as possible to the area you will place the load

Bend your knees, keep your head upright and maintain the spine's natural curves

Keep the load close

Once the load is where you want it release your grip. Always ensure that the load is secured before you release your grip

Team Lifting

Before undertaking a team lift it is important to establish emergency commands should one of you experience difficulty during the exercise

If you are lifting a load with a team member(s) it is vital to keep communicating with that person(s) and tell them of any action you are about to take such as lowering or adjusting the load.

Remember to 'Keep the Load Close' and 'Keep the Natural Curves of your Spine' to help prevent injury

See the attached links to documents that list good lifting practices.

http://www.llnl.gov/es_and_h/hsm/doc_15.02/doc15-02.html

<http://www.hse.gov.uk/msd/mac/assess01.htm#a>

NIOSH Lifting Equation - <http://wonder.cdc.gov/wonder/prevguid/p0000427/p0000427.asp>

This article reviews a mathematical equation that seeks to determine lifting values for manual workers so that safe limits can be placed on the demands of their jobs.

Hazard Assessment - http://www.usyd.edu.au/ohs/ohs_manual/manual_handling/mhdlg.shtml

Lifting transferring patients - <http://www.mdausa.org/publications/quest/q61lifting.html>