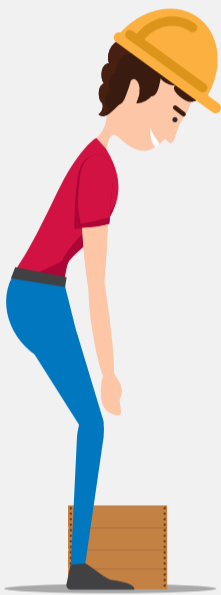


# Manual handling

Performed incorrectly, manual handling can put stress on the body and cause serious injury. The hazards involved occur when a person is required to lift, lower, push, carry or otherwise move, hold or restrain a load.

## HOW TO AVOID A MANUAL HANDLING INJURY WHEN LIFTING:


**1**

Plan and check for dangers to yourself or others. Is the destination of the load clear, free from obstruction and within reason?


**2**

Check your balance and position. Is the load stable, within your weight limits and easy to grip?


**3**

When lifting items use your legs. Do not jerk when lifting, keep the movement smooth and take a rest if needed.


**4**

When moving your load, move from your feet. Do not twist and keep the heaviest part of the load against your body.


**5**

Ensure that others can see you. If required, wear your personal protective equipment (PPE).

### INJURY MAY RESULT WHEN A PERSON:

- sustains or holds an awkward posture
- uses repetitive or sustained force
- uses high or sudden force
- performs repetitive movement without breaks
- lifts weights above their limit

### AS AN EMPLOYER YOU MUST:

- identify hazards
- eliminate the risks wherever possible
- minimise the risk by implementing control measures.
- maintain control measures and update procedures frequently so they remain effective
- constantly review risk control measures
- seek professional advice to avoid any potential injury to staff and costly claims

### AS AN EMPLOYEE YOU MUST:

- ensure you are aware of, and follow all policies or procedures your employer has in place
- take reasonable care for your own health and safety and do not place other workers at risk by your actions
- use correct lifting procedures
- use mechanical aids or team lifting
- comply with any reasonable instruction given by your employer or manager.
- be proactive in identifying and reporting potential hazardous manual handling tasks
- notify your manager immediately of any injuries or illness

If you have concerns or questions regarding manual handling, call **Employsure** on **1300 832 795** or email **comms@employsure.com.au**.