



Document Title:	Standard Operating Procedure for Manual Handling and Lifting		
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- Do not attempt to lift any object if you feel you cannot do it comfortably.
- When lifting, fully use the strong leg muscles rather than the weaker back muscles.
- Use the momentum of your body weight to create movement in the direction you wish to go.
- Position your feet so that you are comfortably balanced before starting to lift. If you intend to move in a particular direction, position one foot in this direction and use the other to propel the body forward. Clear any obstructions on the floor rather than risk losing your balance.
- Your back should be straight when you actually lift the load. Do not try to keep your back rigidly straight before you make the lift, because this can lead to excessive back muscle tension which can actually increase the risk of injury.
- Make the lifting movement as smooth as possible.
- Do not snatch at a heavy load and do not lift a heavy load higher by using one knee for greater effort.
- Do not hold your breath when you take the load as this can increase the risk of rupture of the groin (inguinal hernia).
- Keep arms close to the body (for both lifting and carrying).
- Obtain a good hold using the palms of the hands and not just the finger tips.
- If possible rest the load close into the body.
- Take care to remove the fingers when putting down the load.
- Always seek help if you feel you cannot safely handle the load. Do not risk injury.
- Utilise lifting aids whenever possible, e.g. trolleys, pallet trucks, forklifts, excavators, etc.

