

## Manual handling overview

<b>Why correct manual handling is important:</b>	
A common cause of injury in workplaces is through back injuries through incorrect handling. It is easily done but has large impacts. More information can be found in the HSE guide in the HQ Safety folder but a general run through and rules is included here.	
<b>Before moving:</b>	
<b>Do I need to move it?</b>	
Can the job be done where the item currently is? Can it be delivered to the final place? Can I use any equipment to help you such as a trolley or cart?	
<b>Prepare for the move:</b>	
Make sure the place you are moving the object to is clear so it can be easily put down. If you are putting it down can it be put on a surface off of the ground? Is the floor around it clear and dry to avoid slips and trips?	
If the load is large, heavy or bulky can it be broken down into smaller parts? Do you need a team of people to help you?	
<b>Handling technique:</b>	
<ol style="list-style-type: none"> <li><b>1. Think before lifting:</b> follow the steps above.</li> <li><b>2. Adopt a stable position:</b> feet apart, one leg slightly forward for balance. Get ready to move feet once lifting starts.</li> <li><b>3. Keep a good posture while lifting:</b> use knees and feet to lift and avoid flexing back.</li> <li><b>4. Hold close to body:</b> we can carry much heavier loads safely when carried closer to the body. Avoid twisting when moving.</li> <li><b>5. Good posture when lifting:</b> avoid twisting when moving and keep your head up. Move smoothly to avoid jerk and make easier to carry.</li> <li><b>6. Put down:</b> use same posture when lifting to put down. Adjust afterwards if needed.</li> </ol>	
<b>Written by:</b>	
Steven Osborn, Beaver Scout Leader and Executive committee member.	
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