

## Safe Manual Handling

### STOP AND THINK

- Where is the load going?
- Are there any obstacles?
- Are there any tools or trolleys to help me?
- Consider the size, weight, and shape of the load. Do I need co-worker assistance?

### DO

- ✓ Keep distances to a minimum.
- ✓ Prepare the area. Remove trip hazards.
- ✓ Use a trolley.
- ✓ Break up the load into smaller parts if possible.
- ✓ Test the load. Get co-worker assistance.
- ✓ Use tongs or long handled ash pan and broom to avoid bending and reaching.
- ✓ Keep the load close to your body.
- ✓ Keep movements smooth.
- ✓ Take micro breaks and stretch.



### DONT

- ✗ Lift loads that are too heavy.
- ✗ Twist your body.
- ✗ Overstretch.
- ✗ Make jerking or sudden movements.



### ASK FOR HELP

If a load is heavy, or you have a problem, stop, and ask for help.

**ASK**  
FOR **HELP**