

Manual Handling – Lifting

SAFETY AWARENESS KEPT SIMPLE

Safety Talk Delivery Pack

This Safety Talk contains:

- 7 - Page Talk Text
- 9 - OHP Presentation Slide Pack
- 18 - A5 Talk Handout Sheets
- Assessment and Assessment Answers Sheet
- Employee Attendance Register
- A "How to Present Safety Talks Guide"

Using the talks (Extract "How to Present Safety Talks"):

Plan which topic you want to discuss with your team.

Read through the script before you hold the meeting to familiarise yourself with the material.

Start the talk with a comment that makes the topic relevant to the team. For example, if you have seen a number of people using ladders incorrectly, use this as your opening comment.

Follow the script but don't read straight from the page. The script is only a prompt and it will sound better if you use your own words.

Ask the questions as they appear in the script. It is important you do this because they are a lead in to the next section of your talk.

Give the team enough time to answer the questions. Safety talks can be boring for the team if you are the only one talking.

Hand out the information sheets as they appear in the script. Don't hand out all the information sheets at the start of the talk otherwise there is a temptation for the team to read ahead and not listen to the points you are making.

Collect the information sheets at the end of the talk so they can be used again.

To obtain your Safety Talk Delivery Pack go to: www.smartsafe.com.au

TABLE OF CONTENTS

INTRODUCTION.....	3
LEARNING OUTCOMES	3
MANUAL HANDLING.....	3
LIFTING INJURIES	4
BACK INJURIES	4
THE FOUR PRINCIPLES OF LIFTING	5
FIRST PRINCIPLE.....	5
SECOND PRINCIPLE.....	5
THIRD PRINCIPLE	6
FOURTH PRINCIPLE	6
PREPARE:	7
PLAN:.....	7
COMPENSATE:	7
CARRYING LOADS	7
SETTING DOWN THE LOAD.....	8
ALTERNATIVES TO LIFTING	8
SUMMARY.....	9
FURTHER REFERENCES FOR THE SUPERVISOR.....	9
LICENCE AND LIMITATION OF LIABILITY	10
DISCLAIMER	10

INTRODUCTION

Manual handling injuries account for an estimated 25 to 40% of all workplace injuries. Almost every occupation has some manual handling tasks, which means that we are all at risk of manual handling injuries. We all need to know how to perform manual handling tasks safely in order to prevent injuries.

LEARNING OUTCOMES

At the end of this talk you will know:

- what manual handling is;
- the types of manual handling injuries;
- back injuries;
- the Four Principles of Lifting;
- carrying and setting down loads; and
- alternatives to lifting.

MANUAL HANDLING

Before we begin to look at manual handling injuries and their causes we must clearly understand what the term “manual handling” means. Manual handling is any task where people physically move, handle or shift materials and objects.



“What are some examples of manual handling work or tasks?”



Hand out sheet 1 – Manual handling

Examples of manual handling include:

- **lifting** boxes onto a storage rack;
- **pushing** a wheelbarrow;
- **pulling** equipment up to a scaffold, using a rope;
- **carrying** a package;
- **sliding** a drum into position; and
- **stacking** bags of cement onto a pallet.

Now that we have discussed manual handling we will take a close look at lifting.

Sample OHP Presentation Slide

Sheet 1 – Manual Handling



Manual handling is any task which involves people moving, handling or shifting materials and objects.

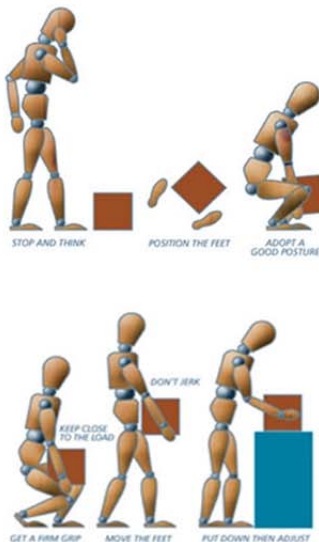
This includes:

- lifting
- pushing
- pulling
- carrying
- sliding
- stacking



Sample A5 Handouts

Sheet 7 – Prepare, Plan and Compensate



When you are preparing to lift, let your body know what's coming.

Prepare -

- perform some simple stretching exercises;
- size up the load to see if it is too heavy, too large or too awkward;
- decide where you will be setting down the load; and
- grip the load firmly before lifting it.

Plan -

- where you are taking the load;
- to keep the curves;
- not to bend or twist during the lift; and
- to lift with your legs and not your back and arms.

Compensate -

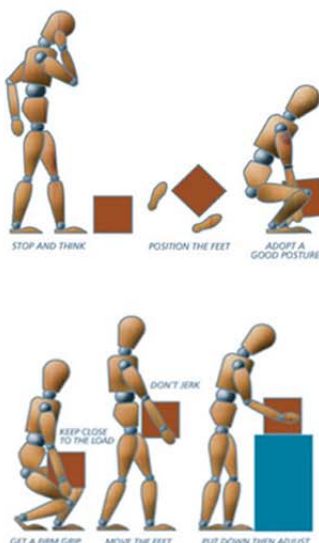
- make allowances when you begin to feel fatigued;
- use alternative aids if the load is too heavy; and
- determine if the task is routine or non-routine.

Manual Handling - Lifting – ST007

© PA Services Group - SMARTsafe 2013



Sheet 7 – Prepare, Plan and Compensate



When you are preparing to lift, let your body know what's coming.

Prepare -

- perform some simple stretching exercises;
- size up the load to see if it is too heavy, too large or too awkward;
- decide where you will be setting down the load; and
- grip the load firmly before lifting it.

Plan -

- where you are taking the load;
- to keep the curves;
- not to bend or twist during the lift; and
- to lift with your legs and not your back and arms.

Compensate -

- make allowances when you begin to feel fatigued;
- use alternative aids if the load is too heavy; and
- determine if the task is routine or non-routine.

Manual Handling - Lifting – ST007

© PA Services Group - SMARTsafe 2013

