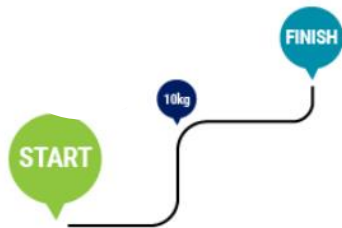


# Manual Handling Top Tips!



## Use mechanical aids wherever possible

- If possible use trolley's or secure boxes to help you with transporting the load.

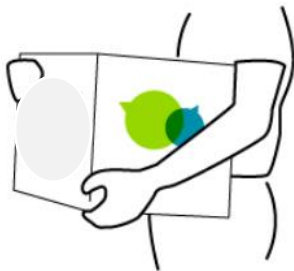
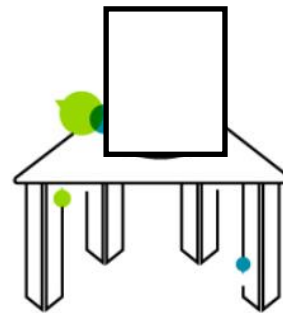


## Plan the route before you start!

- Think about where it is going to be placed?
- Do you need help lifting it?

## Work from a stable base

- Make sure you are have your feet slightly apart and good firm footing to ensure good balance.
- Avoid wearing tight clothing or unsuitable footwear.



## Hug the load!

- Keep the load as close to your body for as long as possible whilst lifting.
- Keep the heaviest side next to the body.

## Bend your knees!

- Bend your knees and keep your back as straight as possible.
- Don't 'jerk' or 'snatch' the load as this will make it harder to keep control.



# Manual Handling Top Tips!



## Avoid Twisting or Leaning

- Keep your shoulders level and facing in the same direction as your hips.
- Turn by moving your feet than twisting and lifting at the same time.

## Know your limits & push don't pull

- There is a difference between what people can lift and what they can safely lift! Always make sure you are not lifting too much!
- You are more likely to be injured by pulling a load. Push a load rather than pull it.



## Keep your head up

- Look ahead, not down at the load once it has been held securely.

As a volunteer, if you want more information on this topic you can also access e-learning by emailing

[workforce.developmentteam@knowsley.gov.uk](mailto:workforce.developmentteam@knowsley.gov.uk) to get a username and password. You will need to supply us with your

**First name, Surname and Email address**

e-learning will be available from Tuesday 14th April