



## **MANUAL HANDLING** **SAFE CODE OF CONDUCT**

Lifting and carrying causes one in three workplace injuries, here are some pointers to do it safely.

Under the HSE's Health and Safety at Work Act, we aim to make sure your working environment is safe. When it comes to manual handling we will not put you in a position where you have to do anything unnecessary – or anything that might cause injury. But, day-to-day, there will still be some situations where you have to do some lifting and carrying.

Under Section 4 (1) (b) (ii) of the Regulations on Manual Handling (L23) we provide this Code of Conduct for you to follow to make your working practices safe.

Under Section 5 of the Regulations, part of your job is to always follow the Safe Code of Conduct provided.

### **STEP 1 – AVOID MANUAL HANDLING**

Assess the situation.

- Can you get the job done without lifting?
- Work out if it's a dangerous job.
- If it's too hazardous don't do it unless you can make it safe.

#### **LOAD**

Is it too heavy, too bulky to hold, or does it have unstable contents – this is BAD!

#### **AREA**

Is the area safe to do this manual handling – are there trip hazards, is it slippery, is there poor light, do you have to negotiate steps or lean over other boxes to make a lift – this is BAD!

#### **YOU**

Are you fit enough to do this, do you have a disability, or are you pregnant – this could be BAD!

#### **TASK**

Will it involve twisting your body, stooping down, reaching upwards, too much carrying or pushing and pulling – these are BAD!



## **STEP 2 – MAKE THE LIFT SAFE**

You're going to lift it. Now reduce the risk of injury.

- Make things safe.
- Think first, then lift.

### **LOAD**

- Can you make it easier to manage?
- Can you divide a bulky load into smaller portions?
- Can you make it easier to get hold of, maybe by attaching a handle or securing a parcel?
- Would you be better to squat down and push with your back using your strong leg muscles?

### **AREA**

Think about where you're working.

- Can you move other things to make a safer, more spacious area?
- Think about your carrying route. Are you avoiding things like stairs and trip hazards?

### **YOU**

- Can you manage this alone?
- Should you use a trolley or barrow?
- Will a team lift make handling easier?
- If you're lifting from height do you need to use steps and pass to someone else?

### **TASK**

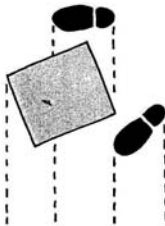
You're lifting on your own. There's a good and bad way to do it. Like you know, bend from your knees not from your back. On the next page is a suggestion of the best way to do things ...



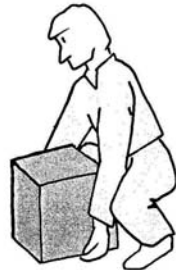
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**Stop and think.** Plan the lift. Where is the load going to be placed? Use appropriate handling aids if possible. Do you need help with the load? Remove obstructions such as discarded wrapping materials. For a long lift - such as floor to shoulder height - consider resting the load mid-way on a table or bench in order to change grip.

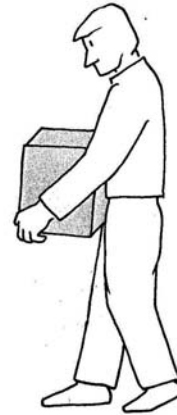


**Place the feet.** Feet apart, giving a balanced and stable base for lifting (tight skirts and unsuitable footwear made this difficult). Leading leg as far forward as is comfortable.



**Adopt a good posture.** Bend the knees so that the hands when grasping the load are as nearly level with the waist as possible. But do not kneel or overflex the knees. Keep the back straight (tucking in the chin helps). Lean forward a little over the load if necessary to get a good grip. Keep shoulders level and facing in the same direction as the hips.

**Get a firm grip.** Try to keep the arms within the boundary formed by the legs. The optimum position and nature of the grip depends on the circumstances and individual preference, but it must be secure. A hook grip is less fatiguing than keeping the fingers straight. If it is necessary to vary the grip as the lift proceeds, do this as smoothly as possible.

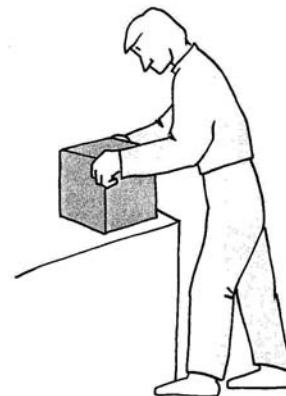


**Move the feet.** Don't twist the trunk when turning to the side.

**Keep close to the load.** Keep the load close to the trunk for as long as possible. Keep the heaviest side of the load next to the trunk. If a close approach to the load is not possible try sliding it towards you before attempting to lift it.



**Don't jerk.** Carry out the lifting movement smoothly, keeping control of the load.



**Put down, then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.



### **STEP 3 – GET CLEVER!**

Remember the onus is on you to follow the Safe Code of Conduct outlined here to avoid the risk of injury.

More information is available to you. 'Safe Manual Handling in Offices' is a pretty pain-free booklet that gives simple examples of how to do team lifts and other things. You should have a look at it.

#### **IMPORTANT NOTE**

Remember you're the one with the proper Manual Handling training and a copy of LMS events Safe Code of Conduct that tells you how to lift without hurting yourself.

#### **YOU MUST NOT ASK NON-LMS EVENTS STAFF TO HELP YOU WITH MANUAL HANDLING**

For example, you must not ask members of the public to help you unload a prize when you are delivering. If they injured themselves we would be liable.

So, plan and make provisions.

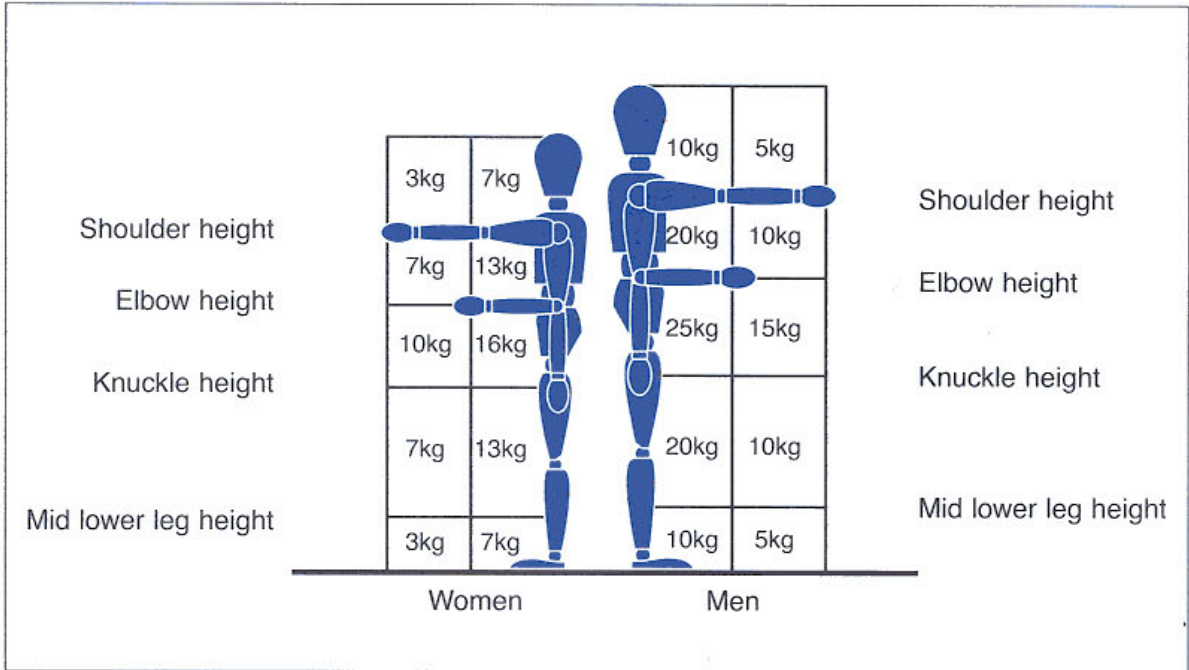
Here's a useful phrase: 'really sorry but we're not insured to carry that to there.'

#### **Lifting limits for one person:**

Each box in this diagram shows lifting limits for one person. ... If the lifter's hands were to enter more than one box – the lower weight limit should be observed. Limits shown assume the weight is grasped firmly with both hands with a stable body position.



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### LIFTING ADVICE

PLEASE RETURN TO LMS EVENTS  
**EVENT SAFETY MANAGER**  
**OR PRODUCTION MANAGER**

I have read, understand and will follow the Lifting Advice:

SIGNED \_\_\_\_\_

Print Name \_\_\_\_\_

DATE \_\_\_\_\_