



**RECRUITMENT
LIMITED**

WHAT YOU NEED TO KNOW

Manual Handling Operations Regulations 1992

These regulations (revised in 1998 and updated in 2004) places duties upon the employer to ensure that employees avoid hazardous manual handling operations so far as reasonably practicable. Employers should asses unavoidable manual handling operations and take steps to reduce the risk of injury from such operations as is reasonable practicable.



Establish if the lift be avoided or if you can use a mechanical aid to lift or move the load. If not:

1. Assess the load

Ensure you know what you are lifting, where it is to go and its weight. Be aware of awkward shapes or unbalanced loads.

2. Personal Limitations

Know the limit of your own ability. Ask for help if needed.

3. Stance

If lifting alone face the direction of travel. Stand over the load, feet shoulder width apart and one slightly in front of the other. Bend your knees whilst keeping your back straight.

4. Proper Grip

Ensure you have a firm grip of the load, using the palms of your hands and the roots of the fingers. **Never lift with the finger tips!**

5. Body Position

Keep your arms close to your body, ensuring your legs take the weight of the loads and not your arms. Tuck your chin to your chest, thus helps keep the back straight.

6. Lifting

Use your legs to lift both your upper body and the load, ensuring you keep your back straight and the load close to your body.

7. Moving

Keep the load close to your body. Without twisting the trunk, use your legs to move the load.

8. Co-ordinated Lifting

If the load is unsafe to be lifted by one person, co-ordinate the lift with a colleague, ensuring the above techniques are followed.

Name	Date	Signature
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