

# Correct manual handling techniques



Stop and Think



Position the feet and adopt a good posture



Get a firm grip and keep close to the load



Move the feet and don't jerk



Put down then adjust

## The **S.M.A.R.T** lifting technique.

This technique can be used to pick up small light loads from low levels.

### Size up the load

- Assess the load (size, shape and weight).
- Assess whether the load needs to be moved.
- Where is the load going to be placed? Check that there are no obstructions in your path.
- Assess whether mechanical or assistance from another person is required.

### Move the load as close to your body as possible

- A load is heavier to lift or carry if it is not close to your body.
- Your whole hand should be used to ensure a firm grip.

### Always bend your knees

- Maintain balance.
- Keep feet apart and in a comfortable position.
- Minimise lower back bending.
- Bend your knees to as large an angle as possible but not to a right angle – use a semi squat in preference to a full squat.

### Raise the load with your legs

- Achieve the lift smoothly and without jerking
- Maintain the normal curvature of the spine to allow the force of the load to be distributed evenly from the spine to the pelvis.

### Turn your feet in the direction that you want to move the load.

- Avoid unnecessary bending, twisting and reaching.
- Change direction by turning your feet and not your back.
- To set the load down, squat down, keep your head up and let your legs do the work.