



## Safe Work Method Statements

# MANUAL HANDLING

### Personal Protective Equipment

1. Gloves, suitable footwear.

### Possible Injuries

1. Muscular strain
2. Back injury
3. Cuts and abrasions
4. Broken limbs.

### How to avoid injury

1. Wear PPE appropriate to the task. Keep hair confined.
2. Adopt a comfortable posture and one that allows variation.
3. For repetitive tasks, take breaks or rotate jobs with co-workers.
4. Avoid lifting loads greater than
  - a. 4.5 kg if seated
  - b. 16-20 kg if standing
5. Use mechanical aids or team assistance for loads from 16-55 kg
6. Bend the knees when heavy lifting. Do not bend the back.
7. Make sure the load is evenly balanced before lifting. Avoid twisting to right a load.
8. Roll beer kegs rather than lift.
9. Eliminate manual handling tasks from the work process wherever possible.
10. Do not attempt any lift which is out of your comfort zone.