



## **CORRECT LIFTING PROCEDURE**

### **Planning and Procedure**

1. Think about the task; consider what you will be lifting, where you will put it and how you are going to get there. Ensure that the surroundings are safe. Flooring should be even and not slippery, lighting should be adequate, and the temperature and humidity should be suitable.
2. Remove obstructions and ensure that the correct equipment is available.
3. Assess the weight, centre of gravity of the load and the size to make sure that you can grip it safely and see where you are going.
4. Assess whether you can lift the load safely without help. If not, get help. If more than one person is involved, plan the lift first and agree who will lead and give instructions. Consider a resting stage before moving a heavy load or carrying something any distance.
5. Plan your route and remove any obstructions. Check for any hazards such as uneven flooring.
6. Check whether you need any PPE (personal, protective equipment) and obtain the necessary items, if appropriate. Check the equipment before use and check that it fits you.
7. Ensure that you are wearing the correct clothing, avoiding tight clothing and unsuitable footwear.
8. Ensure that you will be able to maintain a firm grip.
9. Remove any unnecessary packaging, if this will make the task safer.

### **Position**

10. Stand with your feet apart and your leading leg forward. Your weight should be evenly distributed over both feet. Position yourself (or turn the load around) so that the heaviest part is next to you. If the load is too far away, move toward it or bring it nearer before starting the lift.

### **Lifting**

11. Always lift using the correct posture:
12. Bend the knees slowly, keeping the back straight.
13. Tuck the chin in on the way down
14. Lean slightly forward if necessary and get a good grip.
15. Keep the shoulders level, without twisting or turning from the hips.
16. Try to grip with the hands around the base of the load.
17. Bring the load to waist height, keeping the lift as smooth as possible Move the load
18. Move the feet, keeping the load close to the body.
19. Proceed carefully, making sure that you can see where you are going.
20. Lower the load, reversing the procedure for lifting
21. Avoid crushing fingers or toes as you put the load down.
22. Position and secure the load after putting it down.
23. Report any problems immediately – for example, strains and sprains. Where there are changes, for example to the activity or the load, the task must be reassessed.

Policy to be read in conjunction with HSE a brief guide to manual handling leaflet: INDG143(rev3), published 11/12

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