

## **RISK MANAGEMENT GUIDELINES**

### **Good Handling Techniques**

#### **1. Stop and think**

Plan the lift. Where is the load 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 to change grip.

#### **2. Position the feet**

Feet apart, giving a balanced and stable base for lifting (tight skirts and unsuitable footwear make this difficult).

Leading leg as far forward as is comfortable and if possible, pointing in the direction you intend to go.

#### **3. Adopt a good posture**

When lifting from a low level, bend the knees. But do not kneel or overflex the knees. Keep the back straight, maintaining its natural curve (tucking in the chin helps).

Lean forward a little over the load if necessary to get a good grip.

Keep the shoulders level and facing in the same direction as the hips.

#### **4. Get a firm grip**

Try to keep the arms within the boundary formed by the legs.

The best position and type of grip depends on the circumstances and individual preference; but must be secure.

A hook grip is less tiring than keeping the fingers straight. If you need to vary the grip as the lift proceeds, do it as smoothly as possible.

#### **5. Keep close to the load**

Keep the load close to the trunk for as long as possible.

Keep heaviest side of the load next to the trunk. If a close approach to the load is not possible, slide it towards you before trying to lift.

#### **6. Don't jerk**

Lift smoothly, raising the chin as the lift begins, keeping control of the load.

#### **7. Move the feet**

Don't twist the trunk when turning to the side.

#### **8. Put down, then adjust**

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

***For further assistance on this or any other risk management topic, please contact Risk Control via your Royal & SunAlliance Area Centre or via your insurance adviser.***