

Toolbox Talk – Manual Handling

- Reason:** Every year, a significant proportion of all injuries at work are caused by manual handling.
- Why:** Get it wrong today and you'll suffer the consequences tomorrow.
- Outline:** This talk will cover considerations and good techniques for manual handling.

Considerations for manual handling

1. Always use mechanical handling methods instead of manual handling, if possible, e.g. forklifts or pallet trucks, etc.
2. Know your capabilities, only tackle jobs you can handle.
3. Can you handle the load yourself, or do you need assistance?
4. Is there a clear walkway with good lighting to the work area?

Q: What checks should you carry out before lifting?

5. Where possible, establish the weight of the load before starting to lift.
6. Wear gloves to protect against cuts and puncture wounds.
7. Wear safety boots or shoes to protect from falling loads.
8. Carry out a trial lift by rocking the load from side to side, then try lifting it a small way to get a 'feel' for it.

Q: What PPE should you wear and why?

Good handling technique

1. Stand reasonably close to the load, feet hip-width apart, one foot slightly forward pointing in the direction you're going.
2. Bend your knees and keep your back straight.
3. Get a secure grip on the load.
4. Breathe in before lifting as this helps to support the spine.

Q: Describe how you would lift an object safely.

5. Use a good lifting technique, keep your back straight and lift using your legs.
6. Keep the load close to your body.
7. Don't carry a load that obscures your vision.
8. Lift slowly and smoothly.

Q: What checks should you carry out before moving off with a load?

9. Avoid jerky movements.
10. Avoid twisting your body when lifting or carrying a load.
11. When lifting to a height from the floor, do it in two stages.
12. When two or more people lift a load, one person must give directions to co-ordinate the lift.

Q: When two or more people are lifting a load, what should happen?

- **Note to supervisor:** Now inform your workforce of the company policy regarding manual handling.

Do you have any questions for me?

Questions for you

Q: What should be your first consideration before manual handling?

Q: What should you do to help support your spine?

Q: Name two hazards when lifting and carrying.

REMEMBER POOR MANUAL HANDLING TECHNIQUES CAN CAUSE SERIOUS INJURIES.

Further information

- *Construction Site Safety* (GE 700) – Module B7
- *Site Safety Simplified* (GE 706) – Chapter 17
- HSE – HSG60 Upper limb disorders in the workplace
- HSE – INDG143 (**Rev 4 January 2020**) **Manual Handling at Work A brief guide**
- HSE – L23 (**Pub. 2016 Fourth edition**) Manual handling

TRAINING AND DEVELOPMENT PLAN TOOLBOX TALK ATTENDANCE SHEET

Manual Handling

Date

Location

Start time

End time

Presenter's name

Presenter's signature

Employees Name	Employees Signature