

## MANUAL HANDLING AND SAFE LIFTING

### Manual Handling

Simplifying your work and daily activities can help to conserve energy, prevent injury or re injury and reduce pain. Consider the following options:

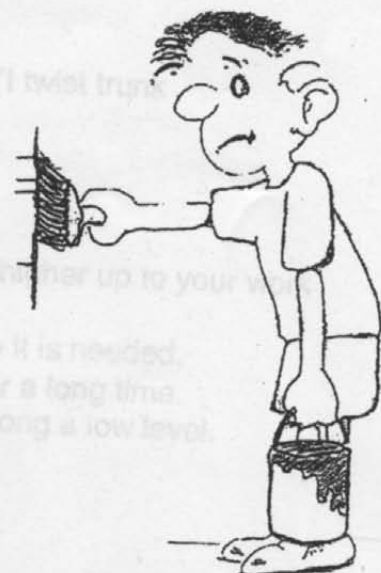
- Commence your day with stretches, if allowed take rest breaks to perform stretches or postural reversal (eg. Change from sitting to standing), and stretch when you come home at the end of the day.
- Plan your daily schedule so you perform heavier tasks when feeling refreshed in the morning. Alternate between light and heavy tasks and rest.
- Be flexible in activities. Can it be done an easier way? Can someone help you? Can the load of the task be reduced? Does the task need to be done as frequently?
- Perform your work tasks at a slow but steady pace rather than rush your work without thought to how you are doing things and then risk further injury.

### Reaching

- When reaching avoid too much overhead reaching with back arched and arms above the head for too long. If reaching in front, make sure object is not too far from the body. Get as close to the object as possible.



Don't reach with the  
load too far away



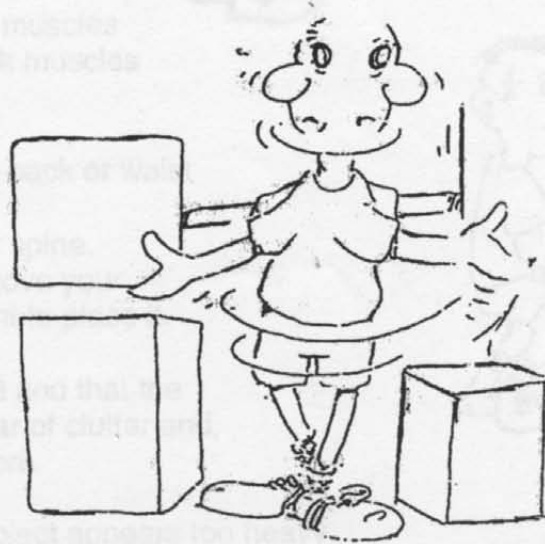
- To get out of bed, roll onto unaffected side first, then swing legs to side of bed as you use arms to push self up.
- If you have a sore leg, use unaffected leg to hook underneath to get leg in and out of bed.
- Don't stand on your toes if possible to reach overhead or unload heavy objects from overhead. Use a step or step ladder if possible.

### Twisting

- Make sure the object you are moving is close to you, turn your feet and body to go to rather than twisting the arms and trunk repetitively.
- If reaching for an object at significant height, use a ladder or stool and place it directly in front of the task to work on rather than twisting your body around to reach the object. Not only can it increase pain but it makes you more unstable and it increases your risk of falling off.



Turn your feet



Don't twist trunk

### Bending

- Minimise bending and stooping by putting object higher up to your work height.(approx waist height)
- If possible put object in a trolley to move to where it is needed.
- Sit on a low stool if need to stoop at a low level for a long time. Possibly have a wheel on stool if need to move along a low level.

## The Lifting Rules

If you think before you lift you can make the task a lot easier and prevent pain and further injury.

- Tighten the stomach muscles as this supports your spine before you lift
- Make sure the object is close to you as there will be less load exerted on your spine when you lift
- Get an idea of how heavy the object is, if you cannot move it easily when pushing the object with your foot, it may be too heavy.
- Get firm footing
- Lift with your legs, they are powerful muscles and much stronger than the smaller back muscles
- Bend at the knees, don't bend at the back or waist
- Once lifted keep object close to your spine. Don't twist your spine to place object. Move your body around to in for t of where you want to place it.
- Remember also not to jerk as you lift and that the environment that you are lifting in is clear of clutter and has a good visibility without slippery floors.
- Get someone to help you lift if the object appears too heavy
- Minimise repetitive lifting and carrying by putting objects on a trolley and wheel them if possible.
- If you are transferring objects from one place to another, place the heavier objects close to you, and the lighter objects further away from you eg. Moving shopping from trolley to boot
- If you need to move your trunk to get closer to the object, bend at the hips, but keep your back straight

