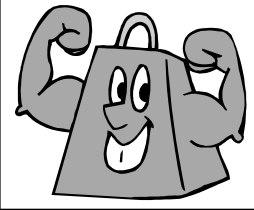


MANUAL HANDLING

SIZE & WEIGHT

- The best person to determine what you can lift is you
- Carefully assess whether you can safely finish a lift before you start.
- Use equipment or assistance when required.



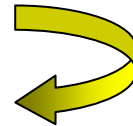
REPETITION

- Change tasks regularly to avoid straining one area.

1x
2x
3x

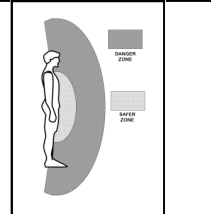
TWISTING

- Use your feet to turn, not your back.



HIGH OR LOW

- Avoid lifting anything above your shoulders.
- Avoid lifting, anything below your knees.



DIFFICULT TO HOLD

- Make sure you have a good hold of anything you are handling.
- Do not try to lift a child who is struggling.



POSTURE

- Keep your back straight when lifting, lowering, pushing or pulling.
- Use your leg muscles to lift not your back muscles.
- Sit and stand tall and proud.



SPECIAL NEEDS

- Let your manager know if you have special requirements, or are unable to undertake the task safely.



DO YOU NEED MORE INFORMATION?

THE LAW: ACT Manual Handling Code of Practice (1999)

THE WEB: <http://www.novita.org.au/Content.aspx?p=93>