

Safety Health and Environment Toolbox Meeting Details

Date: July 2019		Title:	Manual Handling in the Retail Environment
Toolbox Conducted By:		Group/Area:	

Meeting Agenda – Safety, Health and Environment Items

Manual Handling – what is it?

“Any task requiring manual force to lift, lower, push, pull any object or thing”

For example;

- Picking up parcels or boxes
- Putting items onto or removing items from shelves
- Pushing or pulling a trolley.

DON'T USE YOUR BACK

Don't lift the load with your rear end high and your lead low. Use your leg muscles, not your weaker low back muscles.



When can manual handling become hazardous?

- When excessive force is needed
- The task or the force used is repetitive
- Postures are awkward or sustained
- The load is unbalanced

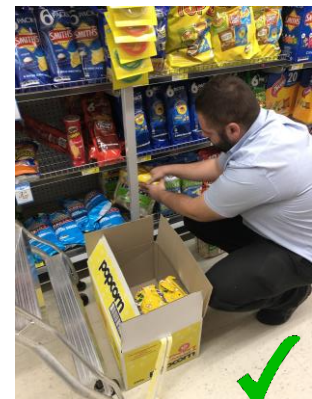
How can I stay safe when manual handling?

The following is some tips on how to reduce the likelihood of being hurt when needing to do manual handling. Remember to also speak to your team members to remind them about safe lifting:



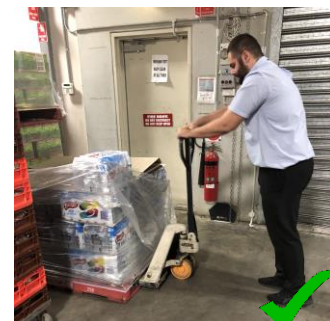
Size Up the Load

- Check the size and weight before lifting - know your limits
- Plan your pathway to work out where the load is going
- Ask for help if required
- Use the appropriate lifting equipment if required



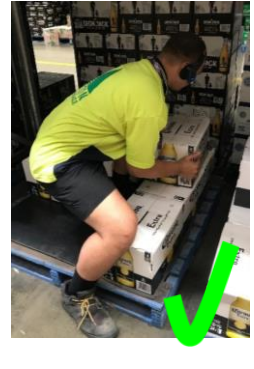
Using Mechanical Aids

- Push rather than pull them wherever possible. This will make the task easier by using the bigger muscles in your legs and torso
- Position trolley wheels in the direction of travel prior to moving
- Stay close to the mechanical aid/trolley.
- Maintain a straight back.
- Maintain wheels/castors in good condition.
- Report uneven floors or surfaces for maintenance.



Stay Close to the Load

- Get close to the load before lifting
- Crack carton before lifting
- Maintain straight spine when lifting
- Feet move in the direction of travel
- Keep the load close to your body



Objects stored at height *Did you know your strength is decreased by a third by lifting over shoulder height?*

Some tips include;

- Use a safety step or safety ladder for items in higher locations
- Use a pick stick to move the item close to body
- Get close to load and/or slide load closer before lifting
- Place hand under the load when transferring between heights



Stable and Firm Grip

- Use both hands. No matter how light the object is.
- Have a stable, firm grip on the item
- Do not carry items by the straps or handles
- Keep your wrists straight to support the load

