Manual Handling Procedures

HiFlex Physio

HiFlex Physio recognises that there are workplace tasks involving moving or holding objects, people, or animals. Some of these manual tasks are hazardous and can lead musculoskeletal disorder or other injuries.

Workplace activities or tasks that require manual handling must ensure to follow these procedures to prevent any injuries:

Lifting

- Before lifting an item, check if it can be lifted manually or if a lifting aid must be used
- Ensure to wear the appropriate footwear before lifting.
- Stand with feet apart and one leg slightly forward to maintain a stable position.
- Lift the load and move it close to your body as possible.
- To lift, bend your back, knees and hips then move the object up.
- To carry the object to another position, keep the load close to your waist, with the heaviest weight closest to your body.
- Ensure to keep your head up and look ahead, not on the load.

Pushing/Pulling Loads

- Use an aid with a handle height that is between shoulders and waist height.
- Ensure that the amount of force applied to move a load from a flat surface is at least 2% of the load weight.
- Where possible, push the load instead of pull.
- When pushing/pulling load from a ramp, seek help from another worker.
- Increase the pushing/pulling force by 10% of the load on an uneven surface. Increase the pushing/pulling force by 10% of the load on an uneven surface.
- Keep your feet away from the load.

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