

# Manual Handling

Work safely & avoid injuries by following the points below for every task

**Always** assess the risk before lifting and carrying loads—use **T.I.L.E (Task, Individual, Load and Environment)**

## Task

- Assess the load's weight, size and surface before lifting.
- Assess the route paying attention to slopes, stairs, doors and corners.
- Use appropriate equipment if reaching or lifting from above the shoulder.



## Individual's Capacity

- Keep feet apart giving a stable balance.
- Bend knees, back straight, chin tucked in, shoulders level.
- Always use feet when turning. NEVER twist spine.
- Grasp the load using palms and fingers and tilt the load to ensure a firm grip.
- Use the muscles and strength of the legs to lift. Keep the load as close to the body

## Load

- When carrying, do not try to change grip and make sure that your view is clear.

## Environment

- If placing on a work surface, rest the load on the edge and push it forwards,
- sliding the load into tight spaces
- When placing loads make sure they are secure.
- Make sure stairs are in good repair with suitable grips on each stair.

**Fact - In the UK over one third of cases of new and long standing work related ill health are due to manual handling related injuries.**