

MANUAL HANDLING & SAFE MOVING

Work safely. Protect your body. Prevent injury.

Good manual handling protects you, your colleagues and our clients. Plan the task, use the right technique and get help or equipment when needed.

-  **BE SAFE**
-  **WORK SMART**
-  **RESPECT**
-  **DELIVER QUALITY**

WE WORK IN MANY DIFFERENT ENVIRONMENTS

HOMES



OFFICES



SCHOOLS



HEALTHCARE



HOTELS



LEISURE & GYMS



 Different places, same safe standards.

REMEMBER



-  Most injuries happen when lifting, carrying or moving.
-  A few seconds of planning can prevent pain that lasts for weeks.
-  Use your legs, not your back.
-  Assess the load, the route and the risks.
-  If it feels too heavy or awkward – get help or use equipment.



Look after your body so you can keep cleaning, earning and enjoying life outside of work.

KEY PRINCIPLES OF SAFE MANUAL HANDLING



1. ASSESS THE TASK

Think about the load, distance, obstructions and your ability.

If unsure – ask for help.



2. PLAN THE MOVE

Plan the route and check the area.

Remove trip hazards where you can.



3. USE THE RIGHT TECHNIQUE

Bend your knees, keep your back straight, hold the load close to your body and lift smoothly.



4. GET HELP OR USE AIDS

Use trolleys, buckets, step ladders and other equipment.

Team lift when needed.



5. MOVE SAFELY

Keep your path clear, move slowly and avoid twisting your back.



6. PUT DOWN SAFELY

Lower the load with control. Bend your knees and keep your back straight.

SAFE LIFTING & CARRYING – STEP BY STEP



STOP & THINK
Check the load, route and your surroundings.



POSITION
Place feet apart for balance. Get close to the load.



BEND KNEES
Bend your knees (not your back) and grip firmly.



LIFT SMOOTHLY
Use your leg muscles to lift. Keep back straight.



HOLD CLOSE
Keep the load close to your body at waist height.



MOVE SAFELY
Keep path clear. Don't twist – turn your whole body.



PUT DOWN
Bend your knees and lower the load with control.

USE EQUIPMENT TO MAKE THE JOB EASIER



Trolleys
Move heavy or multiple items in one trip.



Mop Buckets
Use wringer buckets to reduce lifting.



Step Ladders
Use for high areas – never stand on chairs.



Dollies
Great for moving heavy boxes.



Team Lift
Share the load when it's too heavy or bulky.

TOP TIPS FOR YOUR BODY

-  Keep loads close to your body.
-  Use your legs – not your back.
-  Plan the route and remove hazards.
-  Take your time – don't rush.
-  Use equipment to reduce lifting.
-  Ask for help; team work keeps everyone safe.
-  Report any manual handling issues or injuries.

TIP OF THE MODULE

A strong body starts with smart habits. Work safe today, feel better tomorrow.



KNOWLEDGE CHECK

Circle or tick the correct answer.

- 1 What is the most important first step before lifting?
 - a) Lift quickly
 - b) Assess the task
 - c) Twist to check balance
- 2 When lifting a load, you should:
 - a) Bend from your back
 - b) Use your legs and keep your back straight
 - c) Hold the load away from your body
- 3 If a load is too heavy or awkward you should:
 - a) Try harder
 - b) Get help or use equipment
 - c) Lift in small jerks
- 4 You should avoid:
 - a) Twisting while carrying
 - b) Keeping the load close
 - c) Planning the route
- 5 True or False? It is safe to stand on a chair to reach high areas.
 - a) True
 - b) False
- 6 What should you do if you feel pain or discomfort?
 - a) Carry on
 - b) Stop, report and get help



*Right product.
Right equipment.
Right method.
Every time.*

TRAINING RECORD

I confirm that I have received, read and understood the content of Module 11 - Manual Handling & Safe Moving.

Employee Name _____ Date _____

Employee Signature _____

Trainer Name _____ Date _____

Trainer Signature _____

 This training does not replace site specific instructions or risk assessments. Always follow the rules and use your judgement.