MANUAL HANDLING AND LIFTING POLICY

Falcon Transport has developed this program to protect our employees from the hazards of improper lifting techniques and overexertion during manual material handling.

This procedure is a guide for employees in safe manual handling practices. All employees are responsible for following steps detailed in this procedure for any manual handling activity as defined below.

Manual handling is any activity that involves lifting, pushing, pulling, carrying, moving, holding or restraining. It also includes sustained and awkward postures or repetitive movements. Good manual handling techniques can help to prevent injury.

Strains and sprains caused by manual handling are easily incurred and extremely painful. They often result in long periods of disablement. In many cases the injury can be permanent.

ASSESSMENT OF RISK

Each manual handling job is broken down into individual tasks to assist in identifying the range of potential manual handling hazards.

I. Avoid manual lifting where possible
II. Assess what needs to be done, both the situation and the load to be moved
III. Know your limitations
IV. Prepare the area
V. Assess whether you need to move the load

PERFORMING A LIFT

In preparation for lifting an object, warm up the muscles by stretching and then test the weight of the load.

- Split heavy loads
- Weight – controlling weight to a safe level will prevent constant forward pull on the lower back and wear and tear on the joints
- Ensure natural curves are present when moving loads
- Avoid hunching shoulders
- Keep feet set apart for a wide stable base
- Keep your knees and hips slightly bent
- Use thigh and buttock muscles
- Bottom out, chest and head up
- Maintain good posture
- Avoid stooping bending over, over stretching and twisting
- Keep close to the load

DURING THE TASK

1. Wear non-slip shoes
2. Avoid twisting
3. Keep close to the load
4. Elbows tucked in
5. Keep abdominal muscles tight
6. Perform the move
7. Raise your head as you move
8. Keep shoulders relaxed
9. Use smooth movements