



Carrying and lifting the wrong way may result in sprains, strains or other injuries. These basic steps will reduce the risk of manual handling accidents or injuries.

**Examine the object.** Check to ensure you can easily handle the weight; check for sharp edges and that the load is stable and balanced.

**Plan the job.** Check that the route is free from trip or slip hazards. Know where the object must be “unloaded” and plan rest stops if necessary.

**Get help.** If possible use mechanical aids (trolleys) or ask a co-worker to give assistance if you have any doubt about moving the object by yourself.

**Get a good grip.** Plan how to hold the object, protect your hands (if necessary) and ensure you can grasp the load correctly.

**Lift with your legs.** Assume a comfortable stance, bend your legs not your back, lift smoothly keeping the load close to the body, move your feet, do **not** twist your body.

**Unloading.** Be as careful setting down the load as you were when lifting. Bend with your legs to lower the load, check that you have allowed enough room for your fingers and toes when the load is set down.

**Ensure the load is secure** wherever you place it. Check that the load will not fall, tip over or block access.

Know your limits, know how to lift and carry loads correctly, and know when to get help. Notify your Supervisor if a lift is beyond your ability or is potentially hazardous.



**For further information, please contact the USQSafe**

***Disclaimer***

*These guidelines are for use within the University of Southern Queensland. This information is believed to be reliable and current. The University makes no guarantee and assumes no responsibility as to the absolute correctness of these procedures in all circumstances or for their suitability outside USQ.*