60 Anos Setronix desde 1966

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WORKPLACE SAFETY CAMPAIGN



MANUAL HANDLING

Before lifting, assess the load, route and help you need.

1. Hazards and risks

Hazards: Loads that are hard to grip, instability, exertion and twisting the trunk.

Risks: Back injuries, crushed hands or feet, and falls.

2. Before you start

- Check weight, balance and grip points.
- Clear the route and prepare the set-down area.
- Use suitable mechanical aids whenever possible.

3. Stop and report

- The load is unstable or beyond your control.
- Obstacles, unsafe flooring or poor visibility.
- Pain or loss of grip: set the load down safely.

4. If manual handling is necessary



Plan
Prepare the route and destination.



Grip securely
Move close; keep your feet stable.



Avoid twisting
Keep the load close; turn with your feet.



Lower with control
Avoid jerks and protect your fingers.

5. Choose a way to reduce effort

Situation	Preventive choice / adjustment
Bulky / unstable load	Use a suitable aid; keep the route visible while carrying.
Load far from the body	Reorganise access and position before moving the load.
Repeated carrying	Reduce distances and frequency; use mechanical aids.
Team handling	Agree the route and commands. Help does not remove the risk.

Good practice: Reduce effort with suitable aids and plan the task. Weight alone does not determine whether handling is safe. Technique cannot replace work organisation.

6. MONTHLY ACTION Choose one carrying task and identify a way to reduce effort. Report your proposal and difficulties through the relevant internal channel.

ASSESS • REDUCE EFFORT • MOVE WITH CONTROL

ACT: practical guide Good practice: HSE