

# 6 GUIDED STEPS TO SAFE LIFTING

1	Identify the object, plan ahead	<ul style="list-style-type: none"><li>• Where do you need to take the load?</li><li>• Can any of the contents be removed to reduce the weight?</li><li>• Do you need to get anyone to help?</li><li>• Is there a cleared space ready for the load when you get there?</li></ul>
2	Holding the object	<ul style="list-style-type: none"><li>• Make a decision on how and where to hold the object.</li><li>• Check for any sharp edges or oil and grease that could make the object more difficult to grasp.</li><li>• Place your feet apart with the leading leg slightly forward. Ensure that your balance is stable before attempting the lift.</li></ul>
3	Posture	<ul style="list-style-type: none"><li>• Bend your knees.</li><li>• Keep your back straight.</li><li>• Get a good grip on the load by leaning forward a little if necessary.</li><li>• Keep your shoulders level and facing in the same direction as your hips.</li><li>• Ensure good firm footing; spread feet to each side of the load.</li></ul>
4	Lifting	<ul style="list-style-type: none"><li>• Keep your arms within the boundary created by your legs.</li><li>• A hook grip is less tiring than having your fingers straight, but will depend on the load you are lifting.</li><li>• Lift smoothly, bending your legs. Do not jerk or twist your body.</li></ul>
5	Walking with a load	<ul style="list-style-type: none"><li>• Keep the load as close to your body as possible with your arms straight.</li><li>• If it varies, the heaviest side should always be closest to your body.</li></ul>
6	Unloading	<ul style="list-style-type: none"><li>• When you reach your destination, put the load down and then adjust into position if necessary.</li><li>• If placing the load on the floor, you must adopt the same soft posture as in Step 3.</li></ul>

It is important to remember that the amount of weight a single person can lift will vary greatly between men and women and their build. There are certain things you need to be aware of:

- Excessive tiredness.
- Bad posture.
- Untidy work areas.
- Awkward loads.
- History of back trouble.

**Never attempt to lift anything on your own if it feels too heavy.**