











Task Card - General

DO NOT UNDERTAKE THIS TASK UNLESS YOU HAVE BEEN INSTRUCTED IN ITS EXECUTION

TASK	Manual Handling	
SCOPE	Guideline for safe lifting and moving of objects	
EQUIPMENT REQUIRED		
SUPPORTING REFERENCES	Manual Tasks Procedure	

PPE REQUIREMENTS – Verify all PPE is good condition prior to use									
Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Hygiene Controls	Hand Protection	Protective Clothing	Disposable Mask	Sun Protection
									
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OTHER	Use gloves if trouble gripping the load								

KEY HAZARD AND RISK CONTROLS – Safety, Environment and General
<ul style="list-style-type: none"> • SAFETY - Ensure a firm grip on the load • SAFETY - Keep back straight, use the legs muscles to perform lift not the back • SAFETY - Ensure there are no trip hazards or obstacles on the planned route • GENERAL – If the object does not need to be lifted manually then use equipment available • GENERAL - Plan the lift to avoid objects that are too heavy, awkward or cannot be managed

BEFORE YOU START TAKE 5 FOR SAFETY

STOP and think about the potential dangers of the task and work area	LOOK and identify new hazards, and report these to the manager	ASSESS the risk, consider any possible threats of damage or injury	CONTROL hazard with suitable control measure to reduce risk	DO the task and monitor hazards by keeping a look out for changes
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STEP BY STEP GUIDE

STEP 1	Gently size up the load to test the weight and its distribution. Check whether you need to move it at all, use lifting aids if they're available. Reduce the weight of the load if possible.
STEP 2	If moving an object from one place to another, ensure to plan the route in advance
STEP 3	Feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). Be prepared to move feet during the lift to maintain stability
STEP 4	Bend the knees and Keep the back straight. Grip the load with the palms, rather than just the fingers. Keep arms close to your body to help support the load
STEP 5	Lift smoothly avoiding jerking movements.
STEP 6	Lift the head first – the back then straightens automatically. Use the leg muscles to lift the load – not the back
STEP 7	If feel excessive strain is felt, slowly lower the load and seek help
STEP 8	Keep the heaviest side of the load next to the body
STEP 9	If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it
STEP 10	Shoulders should be kept level and facing the same direction as the hips.
STEP 11	Turning by moving the feet is better than twisting and lifting at the same time

EMERGENCY REQUIREMENTS

- Be aware of site emergency response provisions and first aid requirements

FINAL CHECK

- Are all work areas clean and tidy?
- Have you put all equipment and materials away neatly?
- Have your report any near misses or incidents?