

- **LIFTING:** risks factors would include: weight of the load, size and shape of the load, manual handling skill, actions and movements, working posture and position when lifting, duration (frequency) of the manual handling task, location of the load and the distance to be moved. Whilst there are not prescribed maximum weight limits (due to age, gender) workers should not lift more than 16kg.
- **LIFTING SAFELY**
 - *Try to break down the load into smaller parts; check the pathway and clear any obstacles, check if doors need to be opened; test the weight of the load by lifting one corner.*
 - *Stand with feet shoulder width apart and in a staggered stance, move in close to the load, bend knees, keep head straight and maintain the spine's natural curves, pull the load close to the body, secure grip, use a smooth controlled motion to lift the load, avoid twisting or turning body when lifting and be sure to use feet to change direction.*
 - *When setting the load down keep feet apart and in a staggered stance, get as close as possible to the area where load is to be placed, bend knees, keep head upright and maintain spine's natural curves, keep the load close, once the load is where required release grip.*