



# MANUAL HANDLING

LIFT WITH YOUR LEGS  
KEEP YOUR BACK STRAIGHT  
KNOW YOUR LIMITS



### ASSESS your task FIRST

ASK: Can you fit your load over the back? Clear any obstructions from your path and know where obstacles will be in an unclear path.



### Position your feet apart

Ensure your legs are shoulder width apart for maximum support. Walk in small steps to maintain shoulder width placement.



### TIGHTEN your abs

Using your core abdominal muscles will hold you in the proper lifting position and reduce strain on your spine.

### LIFT with your LEGS

Bend at the knees & hips not your back - Your leg muscles are stronger than your back and can withstand greater force. This is known as the Semi-Squat technique (Fig 10).

### Keep your back STRAIGHT

When you keep your back straight, mostly your legs carry the majority of the weight making you less likely to injure your back.

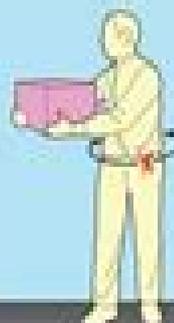


### HOLD the object at waist level and close to the body

Your arms and your back are better equipped to lift a heavy object at waist level and closer to your body than at any other height, and/or far from your body.

### AVOID lifting overhead or from below knee height

The risk of injury increases when objects are lifted from overhead or below knee height. Avoid carrying objects at these heights when possible.



### Don't BEND or TWIST while you are lifting or carrying

Improper bending or twisting could throw you off balance or cause injury.

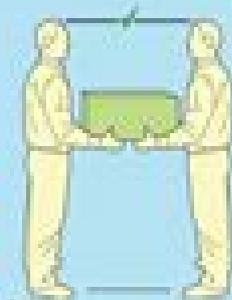


### REDUCE the size of the load when possible

When possible reduce the size of the load or stand on more smaller but more frequent trips, e.g. stretch a heavy load into several walks.

### Use lifting aids

When possible use mechanical aids or get help to lift or carry a heavy load whenever possible. Options include: strapping, conveyor belts, trolleys, cranes or hoists.



### Two person lifts

When lifting with two or more people, ALL lifters require the same skill and strength for manual handling tasks.



### KNOW your limits!

Ask for help - If you cannot lift an object, don't! Even if the object is not heavy, if it is excessively large or unstable, it can be difficult to lift. It is better to ask and ask for assistance than to try and lift something that could potentially cause injury.

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# Manual Material Handling Guidelines

**Thomas Southworth Miller**



## **Manual Material Handling Guidelines:**

Ergonomic Guidelines for Manual Material Handling, 2007 This booklet is written for managers and supervisors in industries that involve the manual handling of containers It offers suggestions to improve the handling of rectangular square and cylindrical containers sacks and bags Improving Manual Material Handling in Your Workplace lists the benefits of improving your work tasks It also contains information on risk factors types of ergonomic improvements and effective training and sets out a four step proactive action plan The plan helps you identify problems set priorities make changes and follow up Sections 1 and 2 of Improvement Options provide ways to improve lifting lowering filling emptying or carrying tasks by changing work practices and or the use of equipment Guidelines for safer work practices are also included Section 3 of Improvement Options provides ideas for using equipment instead of manually handling individual containers Guidelines for safer equipment use are also included For more help the Resources section contains additional information on administrative improvements work assessment tools and comprehensive analysis methods This section also includes an improvement evaluation tool and a list of professional and trade organizations related to material handling Page 6 *GUIDE TO MANUAL MATERIALS HANDLING*. A. MITAL,2023 **Ergonomic Guidelines for Manual Material Handling** Department of Health and Human Services,Centers for Disease Control and Prevention,National Institute Safety and Health,2014-04-22 Manual material handling MMH work contributes to a large percentage of the over half a million cases of musculoskeletal disorders reported annually in the United States Musculoskeletal disorders often involve strains and sprains to the lower back shoulders and upper limbs They can result in protracted pain disability medical treatment and financial stress for those afflicted with them and employers often find themselves paying the bill either directly or through workers compensation insurance at the same time they must cope with the loss of the full capacity of their workers Scientific evidence shows that effective ergonomic interventions can lower the physical demands of MMH work tasks thereby lowering the incidence and severity of the musculoskeletal injuries they can cause Their potential for reducing injury related costs alone makes ergonomic interventions a useful tool for improving a company s productivity product quality and overall business competitiveness But very often productivity gets an additional and solid shot in the arm when managers and workers take a fresh look at how best to use energy equipment and exertion to get the job done in the most efficient effective and effortless way possible Planning that applies these principles can result in big wins for all concerned This booklet will help you to recognize high risk MMH work tasks and choose effective options for reducing their physical demands Illustrated inside you will find approaches like Eliminating lifting from the floor and using simple transport devices like carts or dollies Using lift assist devices like scissors lift tables or load levelers Using more sophisticated equipment like powered stackers hoists cranes or vacuum assist devices Guiding your choice of equipment by analyzing and redesigning work stations and workflow *Guide to Manual Materials Handling* A. Mital,2017-10-19 Manual Materials Handling MMH creates special problems for

many different workers worldwide Labourers engaged in jobs which require extensive lifting lowering carrying and pushing pulling of heavy materials have suffered increasing rates of musculo skeletal injury especially to the back This guide is intended to include all activities involved in MMH lifting pushing pulling carrying and holding Recommendations are provided in the form of design data that can be used to design different MMH work activities The guide is divided into two parts Part I outlines the scope of the problem discusses the factors that influence a person s capacity to perform MMH activities and or should be modified to reduce the risk of injuries and reviews the various design approaches to solving the MMH problem Part II provides specific design data in six distinct chapters The seventh chapter of Part II of the guide describes various mechanical devices that are available to aid MMH activities The guide is aimed at all concerned with the health impact of MMH activities occupational health and safety workers senior human resource managers ergonomists workers compensation lawyers union representatives

*Manual Handling* New Zealand. Occupational Safety & Health Service,1991

Ergonomic Design for Material Handling Systems Karl H.E. Kroemer,2017-12-01 The ergonomics focus is on how to design work tasks tools and environments to fit the capabilities and limitations of people Ergonomic Design for Material Handling Systems describes how ergonomics can be applied specifically to load handling both in the original design of systems and in their modification to make jobs easier and safer Proven techniques such as flow charting or job analysis are combined with new considerations such as biomechanics and repetitive trauma to optimize facility work station equipment and job procedures Ergonomic Design for Material Handling Systems shows how ergonomics overlaps and intertwines with traditional engineering and management uniting them to produce ease and efficiency in material handling This book demonstrates how to lay out facilities in order to achieve the most efficient and safe design It tells how to organize tasks machinery people and materials to improve work flow and humanize your workplaces Consideration of human needs and abilities contributes essentially to successful performance let this practical book be your guide

Work Practices Guide for Manual Lifting ,1983

**Work Management Manual - Material Handling for Shipyards** ,1983

*Work Practices Guide for Manual Lifting* ,1981

Manual of Industrial Engineering Procedures Patton (John A.) Management Engineers, Inc,1955

*Cotton Trade Guide and Student's Manual* Thomas Southworth Miller,1925

**Employment Safety and Health Guide** ,1995 Includes original text of the Occupational safety and health act of 1970

*Material Handling Systems* Charles Reese,2000-05-11 This book points out the safety and health concerns as well as the regulatory requirements for safe material handling Many material handling venues are discussed from cranes to industrial robots This diverse approach to material handling safety will be of interest to those who are responsible for safety or having material handling as a major component of their operation

**Readers' Guide to Periodical Literature** Anna Lorraine Guthrie,1929 An author subject index to selected general interest periodicals of reference value in libraries

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*Laboratory Guide and Review Manual for General Zoölogy* Horatio Hackett Newman,1929     Iowa Risk Management  
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Proceedings of the XIVth Triennial Congress of the International Ergonomics Association and 44th Annual Meeting of the  
Human Factors and Ergonomics Society Human Factors and Ergonomics Society. Annual meeting,2000

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