# Safe Home Manual Handling

Manual handling related injuries account for a significant number of crew injury claims. Injuries occur when lifting, twisting or moving around with a load. The tips below can help you stay safe.



Don't twist your body. Turn your body with your feet.



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## When planning your lift - think SHACKLE!

S	Stop and think!	<ul> <li>Read any vessel procedures for manual handling.</li> <li>Can the lift be avoided?</li> <li>Is the vessel's motion suitable for carrying loads?</li> <li>How far are you moving the load?</li> </ul>
	How will you lift?	<ul> <li>Can mechanical lifting aids be used?</li> <li>If so where are the lifting points?</li> <li>Do you need push / pull assistance e.g. a trolley or palette jack?</li> </ul>
	Assess the load	<ul> <li>What is the weight of the object?</li> <li>What are the load's dimensions?</li> <li>Where is its centre of gravity?</li> <li>Can the load be split into smaller packages?</li> <li>Is a multi-person lift required?</li> <li>Can it be grasped and carried securely?</li> <li>Can you see over the load while carrying it?</li> </ul>
	Clear the route	<ul> <li>Is there enough space to conduct the lift?</li> <li>Remove any trip hazards.</li> <li>Are there any steps or stairs involved in the lift?</li> <li>Is there enough lighting in the space?</li> <li>Is the landing area prepared?</li> </ul>
	Knowledge	<ul> <li>Are the crew trained in manual handling techniques?</li> <li>If mechanical lifting equipment is to be used, do the crew understand its safe use?</li> <li>Are crew suitably experienced? Do they need supervision?</li> </ul>
	Lift	<ul> <li>Does everyone involved understand the task to be completed?</li> <li>Conduct the lift using the correct techniques to avoid injury.</li> </ul>



#### to avoid injury.

## **E**valuate

• Did the task go as planned? • Do you need to discuss and record any lessons learnt?

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