



The illustration on the left side of the page shows various manual handling scenarios. At the top, a person stands next to a cube with question marks above their head, representing a planning phase. Below this, two boxes are shown with the word 'OR' between them, and footprints around them, representing different foot placements. In the middle, a person is shown in a crouching position with a checkmark and an upward arrow, indicating correct posture. At the bottom, two more figures are shown: one lifting a box with an upward arrow, and another lowering a box, representing the action phase.

Factors to consider when moving object:

PLAN

- Is it within your capacity to move it?
- How are you going to move it?
- Is the pathway clear?
- Plan the move

PREPARE

- Wear the proper protective clothing
- Keep your work area tidy
- Get assistance if you need it
- Use mechanical aids when required

POSITION CORRECTLY

- Feet should be a hip width apart
- One foot behind the load and the other beside the load
- Get as close to the load as possible

ACTION

- Get close to the load
- Ensure a firm grip of the load
- Maintain a straight back
- Use your legs for power
- Do not twist but reposition your feet to change direction
- Control the lowering of the load
- Keep for for work