

# APPENDIX F: MANUAL HANDLING

## GUIDELINES FORM

### Manual Handling Guidelines

Although you are probably aware of the basic principles of manual handling, this sheet will provide you with a few guidelines in order to prevent you from harming yourself and others working around you.

#### Dealing with spoil and large loads

- Before attempting to move a load, assess it. Points to consider when assessing a load include: its weight, if it contains hazardous material, or if it contains sharp objects. In order to assess the load's weight, it is best to rock it gently from side to side.
- Any large or heavy loads should be broken up into smaller loads whenever possible.
- Before moving a load, work out in advance where you are going to move the load to, and how you are going to do it.
- If another person is lifting and moving loads at the same time as you, communicate with each other in order to ensure that you have a clear path to the disposal location.
- Ensure that you can grip the load safely. Position yourself close to the load and lift the load with your legs, not your back. It is best to keep your back straight and to look ahead of you. Make sure that the load is kept close to your body and that you do not twist whilst lifting or carrying the load. Moreover, ensure that the load does not obstruct your line of sight.
- If equipment is available at the site for making the transportation of the load easier, use it, or ask the individual in charge of the project to provide you with such items.
- It is important to know your limitations. If a load is too heavy for you to transport to the disposal location, ask for assistance.

#### Dealing with wheelbarrows

- Do not overfill the wheelbarrow.
- Make sure that the wheelbarrow's tyres are pumped up.
- When lifting the wheelbarrow, make sure that you bend your knees and lift with your legs, not your back.
- Do not try to climb or descend inclines that are too steep for you.
- If you lose control of your wheelbarrow, attempt to ground the wheelbarrow by applying pressure to the left or right hand side of it before letting go. If you are unable to do this, alert other individuals at the site of the situation, to prevent them from being harmed by the wheelbarrow.

### Dealing with shovels and spades

- When lifting spoil using shovels or spades, make sure that you bend your knees and lift with your legs, not your back.
- When shovel cleaning, make sure that you bend your knees and use your leg muscles rather than your back.
- Make sure that you do not overload your shovel or spade.
- Make sure that you do not overreach when throwing spoil.
- Make sure that no other individuals are in close proximity to you when you are using a shovel or spade.

### Dealing with mattocks and pickaxes

- Before using a mattock or pickaxe, make sure that the tool is not faulty.
- Make sure that you do not overreach when using a mattock or pickaxe.
- Make sure that you stay in control of the tool by using both hands to support the tool's shaft.
- Make sure that no other individuals are in close proximity to you when you are using a mattock or pickaxe.
- If the ground contains a concentration of stones, make sure that you wear safety glasses when using a mattock or pickaxe.

### Dealing with samples

- When lifting samples, make sure that you bend your knees and lift with your legs, not your back.
- Make sure that you do not overload the sample bags.
- Know your limitations. Make sure that you only carry what is comfortable for you, and only carry samples short distances. If the samples have to be carried long distances, make sure that you use a wheelbarrow instead.

### Protective clothing

Depending on the type of site in which you are working, and the weather conditions during the excavation period, the following protective clothing items may need to be brought to site, or be provided by the individual in charge of the project:

- Hard hats
- Sun hats/woollen hats
- Gloves
- Waterproof clothing
- Steel toe capped work boots
- High visibility vests
- Tough, durable clothing
- Change of socks

**Participant's Name:**

**Participant's Signature:**

**Date:**