

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.



### **Straight back!**

Never bend your back when lifting the load.  
Bend at the knees.



### **Good grip - good view!**

Make sure you can grip the object securely and see where you are going.



### **Turn, don't twist!**

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

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# When planning your lift – think SHACKLE!



## Stop and think!

- Read any vessel procedures for manual handling.
- Can the lift be avoided?
- Is the vessel's motion suitable for carrying loads?
- How far are you moving the load?



## How will you lift?

- Can mechanical lifting aids be used?
- If so where are the lifting points?
- Do you need push / pull assistance e.g. a trolley or palette jack?



## Assess the load

- What is the weight of the object?
- What are the load's dimensions?
- Where is its centre of gravity?
- Can the load be split into smaller packages?
- Is a multi-person lift required?
- Can it be grasped and carried securely?
- Can you see over the load while carrying it?



## Clear the route

- Is there enough space to conduct the lift?
- Remove any trip hazards.
- Are there any steps or stairs involved in the lift?
- Is there enough lighting in the space?
- Is the landing area prepared?



## Knowledge

- Are the crew trained in manual handling techniques?
- If mechanical lifting equipment is to be used, do the crew understand its safe use?
- Are crew suitably experienced?  
Do they need supervision?



## Lift

- Does everyone involved understand the task to be completed?
- Conduct the lift using the correct techniques to avoid injury.



## Evaluate

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