SAFETY TOOLBOX TALK

SUBJECT

TEAM LIFTING

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Whenever two or more people are needed to lift and carry a load it is essential that:

- One person should take the lead.
- The simple process of 1,2,3 lift is still an excellent **communication** tool.

LIFT WITH YOUR LEGS

Leg muscles are stronger than back muscles. Use them to lift the load. Do not jerk or strain – use a smooth action.

Whilst performing any of the above functions all workers should obtain assistance where applicable.

HEAD RAISED, CHIN IN

Keep the head raised and chin in so that your neck and head continue the straight back line. Tucking in the chin helps keep the spine straight and firm.

STRAIGHT FLAT BACK

Bend at the knees and keep the back straight. Remember that "straight" does not mean "vertical".

A straight back keeps the spine, back muscles and body organs in correct alignment.

- There is an adequate number of people in the team.
- One person is appointed to co-ordinate the task.
- The team members are of similar capacity and height.
- Appropriate training has been provided preferably team members should have been trained together.
- If the surface is sloping, eg: ramp, downhill, stairs, there is an increased share of the load for the lower person(s).
- If one person needs to rest while carrying the load, plenty of warning must be given to the other team member(s).









Different Carry methods for teams

1. Straight Lift

This is suitable for large boxes, chests, sideboards, etc.

• Each person mirrors the actions of the other, in crouching, hand grips, lifting and changing grip.

2. 45° carry

This is suitable for tall items which would hit the roof if both movers got right under it.

• Tilt the item over to one mover so they can hold the top of the item at waist height. The other mover then picks up the leading edge of the bottom of the item and they carry at 45 degrees.

Carrying via stairs

The principles that apply for carrying on a flat surface also apply for stairways. However, there are additional factors to consider:

- Ensure a firm foot hold. Extra leverage can be obtained if you wedge one or both feet against the side(s) of the staircase and use your legs to support a proportion of the load.
- Movement up and down stairs must be slow and careful. The line of vision may be impaired where the stairway curves.
- Remember that team lifting on stairs creates an increased share of the load for the lower person. Additional care must be taken.

By observing these techniques, you will reduce the risk of injury.

Lifting and carrying aids

Other aids such as straps and mechanical equipment also lessen the risk of injury and the load on you.

Correct usage of straps will redistribute the load. Mechanical aids may reduce the effort required.

The most used aids are:

Furniture straps and webbing	Piano trolley or Samson		
The dolly	2-wheeled hand/fridge trolley/barrow		
6-wheeled trolley	Caterpillar trolley		
Pallet mover	Forklift truck (this requires a special licence)		

A thorough working knowledge of and experience with the different types of lifting and mechanical aids and their application is needed because many items are heavy and difficult to move.

When these aids are used correctly, the manual handling of goods is reduced, thus saving time and reducing the chance of physical injury to you and damage to the premises or goods.

The load capacity of each aid should be clearly marked.

The strength of the supporting surfaces of the load should be evaluated before using an aid so that the load will not tilt or break through and become unstable during handling.

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Items Raised/Corrective Action	Action By	Action completed	
		Sign off	Date