

Manual Handling

Case Sharing:

- A staff sought help to move the furniture from the venue customer service but was declined, in order to be ready for the booth opening the following day, the injured relocated the cabinets by himself and strained his left shoulder during the process.



Recommendations

- Ensure that adequate arrangements are in place for the safe set-up of exhibition booths (e.g. trained helpers, provision of trolley, etc) before the set-up work commences.

Proper object lifting procedure:

1. Consider and evaluate the weight of the object; stand firmly with feet apart over the object



2. Crouch down with your feet slightly apart and keep your back straight. Bend your knee



3. Hold the object tightly to prevent it from slipping off



4. Take a breath. Inflated lungs help support your spine



5. Lift the object up using leg power. Straighten your legs slowly. Then return to the standing posture



6. Hold tightly the object close to your body



7. Lift it up smoothly and slowly. Use your feet instead of waist to turn around

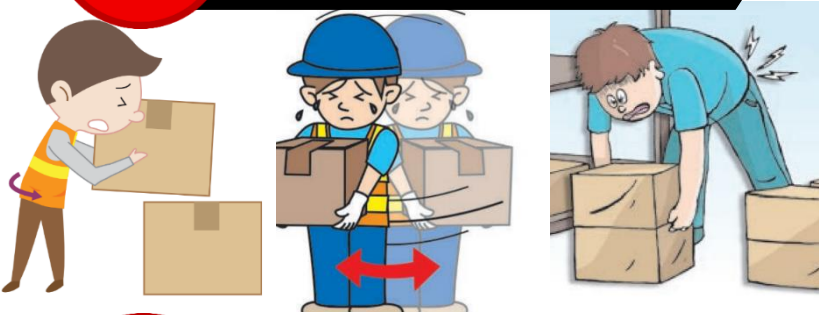


Safety Alert:

- Avoid lifting oversized object in crowded place
- Use rope to tie the object to prevent object falling hazard
- Arrange sufficient manpower to perform the lifting
- Always consider to use trolley or other mechanical aids to avoid manual handling operation whenever possible.
- Do not stack the material too high and ensure the weight and size of the object do not exceed the maximum supporting load of the assistance tools
- Provide proper training and guideline to workers on manual lifting operation

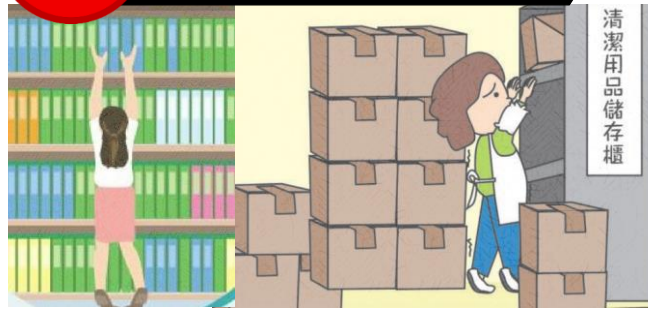
X

Never twist your back or lean sideways
/ Don't bend your back while lighting



X

Don't stretch to reach item on
the top shelf



X

Don't stack the material too
high when lifting



X

Don't handle the loads that are unstable,
unbalances or difficult to grasp



X

Don't working on uneven, slippery or
unstable floors





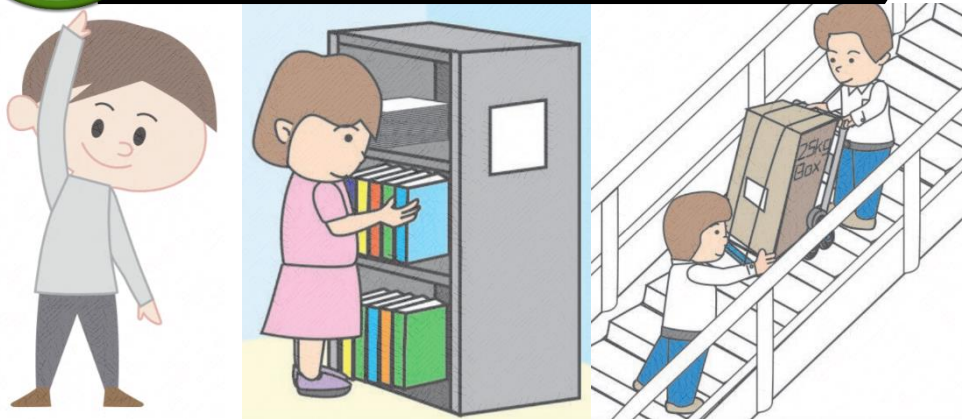
Change the shape or packaging of the load; Provide handles, hand grips or indents on the load; place the load in a container that is easy to hold



Use mechanical aids (e.g. trolley)



Improve working procedure (adjust the height of the loads or the work level; reduce distance; employ team lifting; provide sufficient rest breaks; etc.)



Improve work environment (e.g. lighting, provide stable gangways / ramps, etc.)



Use appropriate PPE



Picture source reference: Occupational Safety and Health Council