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Lifting guidelines for volunteers

General guidance:

Take great care when lifting, carrying or moving heavy objects. Whenever possible, use a trolley, particularly over distances.

1. Test the weight before you lift. NEVER attempt to lift a load that you don't think you can manage – get help.

3. ALWAYS plan the job. Remember the stage hand's motto: 'Never lift what you can drag, never drag what you can roll, never roll what you can leave'.

4. WEAR suitable loose fitting clothing and safe footwear. Use gloves where necessary.

5. Use a lift if available, and get someone else to open fire doors.

6. Lift and put down loads at waist height – not floor – where possible, i.e. back of the van or car, and onto table or cupboard.

7. Don't cut down journeys; several small loads are safer to carry than one big one.



Lifting very heavy items as part of a team:

- Choose one person to time and co-ordinate the lift.
- Check that the weight of the load is evenly distributed.
- Ensure each member of the lifting team has enough room

Lifting:

Place feet apart, giving a stable base for lifting

Placing one leg as far forward of the other as possible will improve balance and control.

If a close approach to the load is not possible, try sliding it towards you before attempting to lift.

Bend your knees, (NOT your back)

Keep your back straight

Keep your chin in

Keep shoulders level and parallel with hips

Breathing, after positioning the feet take a few deep breaths, then hold your breath and tighten the abdominal muscles.

Lean slightly over the load to improve your grip.

Grip with your palms rather than with just your fingers.

Keep your arms close to your body, allowing your whole body to support the load.

Lift - pull the load firmly into contact with the body. Stand up in one co-ordinated movement keeping the load in contact with the body throughout.

Lowering - to lower the load, reverse the procedure, bending hips and knees, and tilting load to avoid trapping the fingers.