

## **Lifting and Manual Handling Guidelines – Volunteers**

These guidelines are provided for volunteers who may be moving, lifting or carrying items in their voluntary role with Shared Interest. Such items may include, but are not limited to, pop up banners, paper based resources, boxes of resources delivered by Shared Interest.

Think before you lift, move or carry the item.

Plan before you lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

1. Find a stable and comfortable position to begin lifting from.
2. Get a good hold of the item.
3. Start in a good posture.
4. Don't flex your back any further while lifting.
5. Keep the load close to your waist.
6. Avoid twisting the back or leaning sideways.
7. Keep the head up and look ahead when handling.
8. Move smoothly.
9. Don't lift or handle more than can be easily managed. If in doubt, seek advice or get help.
10. Put down, then adjust.