

# NEWLAND EXPRESS TRANSPORT LTD

## MANUAL HANDLING INDUCTION

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### **What is Manual Handling?**

Manual handling means:

- Lifting
- Carrying
- Pushing or pulling
- Moving loads by hand

Improper manual handling is one of the biggest causes of workplace injuries.

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### **Main Risks**

Incorrect lifting can cause:

- Back injuries
- Muscle strains
- Long-term damage

These injuries can happen quickly or build up over time.

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### **Safe Lifting Principles**

Always follow these basic steps:

1. **Plan the lift**
    - Check the weight
    - Check the route
    - Remove any obstacles
  2. **Position yourself correctly**
    - Feet shoulder-width apart
    - One foot slightly forward
  3. **Keep your back straight**
    - Bend your knees, not your back
  4. **Keep the load close**
    - Hold it close to your body
  5. **Lift smoothly**
    - Do not jerk or twist
  6. **Avoid twisting**
    - Move your feet instead
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## **Know Your Limits**

- Do not lift more than you are comfortable with
  - If it's too heavy or awkward:
    - ↳ Ask for help
    - ↳ Use equipment (pallet truck, forklift)
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## **Workplace Controls**

On this site:

- Mechanical aids are available
  - Team lifting should be used where needed
  - Loads should be stacked safely
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## **Do NOT**

- Lift with a bent back
  - Twist while carrying a load
  - Rush or take shortcuts
  - Attempt to lift unsafe or unstable loads
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## **If Something Goes Wrong**

- Stop work immediately
  - Report any injury or strain
  - Do not continue lifting if in pain
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## **Final Reminder**

Good lifting technique prevents injury.

If in doubt:

↳ Stop and ask

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 **Employee Declaration**

I confirm that I have received and understood the Manual Handling induction.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_