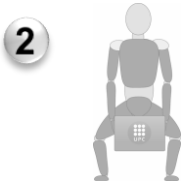
Ergonomic recommendations

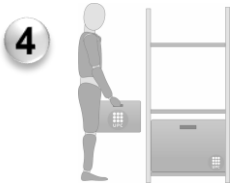
Techniques for manual handling of loads

Before you start



Lifting a load

Carrying a load



Putting a load in position

Study the load, **plan the route** and, if possible, **use mechanical means**

Study the load

Follow the packaging indications that refer to the **characteristics of the load:** weight, volume, centre of gravity, transport position and fragility.

If there are no indications on the packaging, take into account the shape, dimensions, approximate weight, areas where the load can be gripped, and potential dangerous points.
You should try to lift one side first, as the dimensions of the load do not always give an idea of its real weight.

Plan the route

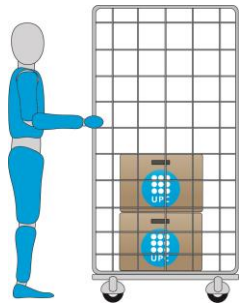
You must plan the **transport route and the final destination point**. Remove any objects that are in the way.

Do you have any mechanical equipment?

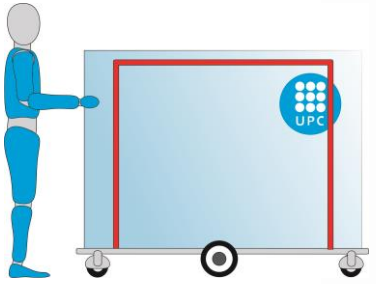
When you need to handle a load, whenever possible, **use mechanical or manual equipment that helps you to lift it**.
Ask other people for help if the weight and volume of the load is greater than recommended.

Remember to use personal protection equipment whenever you handle loads.

Small and medium-sized loads



Medium-sized and big loads



Big loads (furniture, panels, glass)

Ergonomic recommendations

Techniques for manual handling of loads

1 Before you start

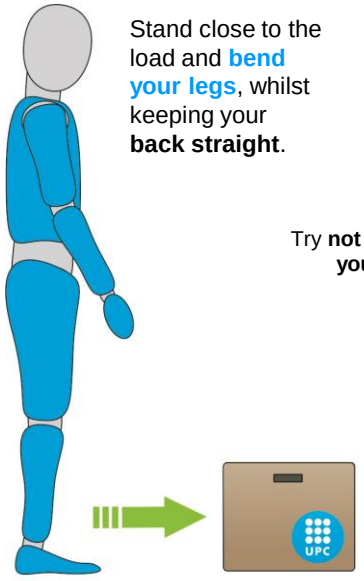
2 Lifting a load

3 Carrying a load

4 Putting a load in position

Bending your torso without bending your knees is the **most common cause of acute lower back pain**

Lifting a load



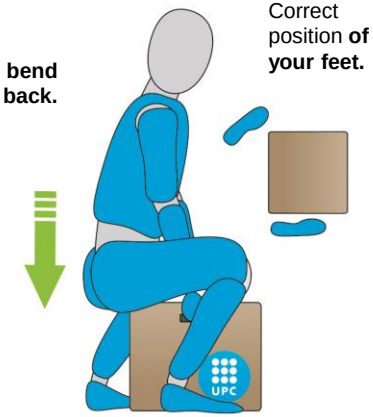
Stand close to the load and **bend your legs**, whilst keeping your **back straight**.

Approach the load

Ensure that **you get a firm grip** on the load with both hands.

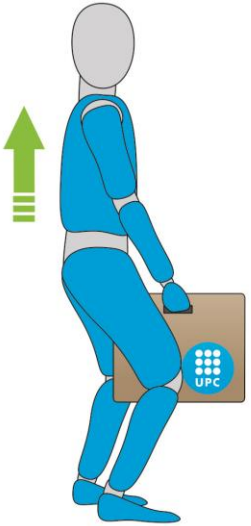
Try **not to bend your back.**

Correct position **of your feet.**

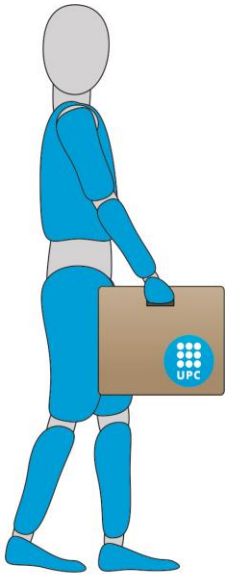


Put one ***foot behind the load*** to stabilise your body and put ***the other foot beside the load*** in the direction of the movement.

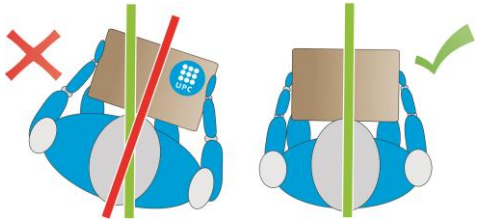
Do not move the load quickly or abruptly.



Stand up slowly, using **the strength of your legs** and with your back straight.



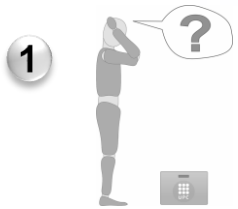
Transport the load with **a straight back and neck** (no bending).



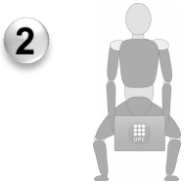
Do not twist your torso. It is better to move your feet to position yourself in the right direction.

Ergonomic recommendations

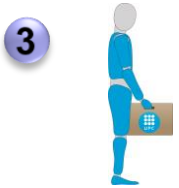
Techniques for manual handling of loads



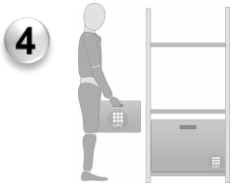
Before you start



Lifting a load



Carrying a load

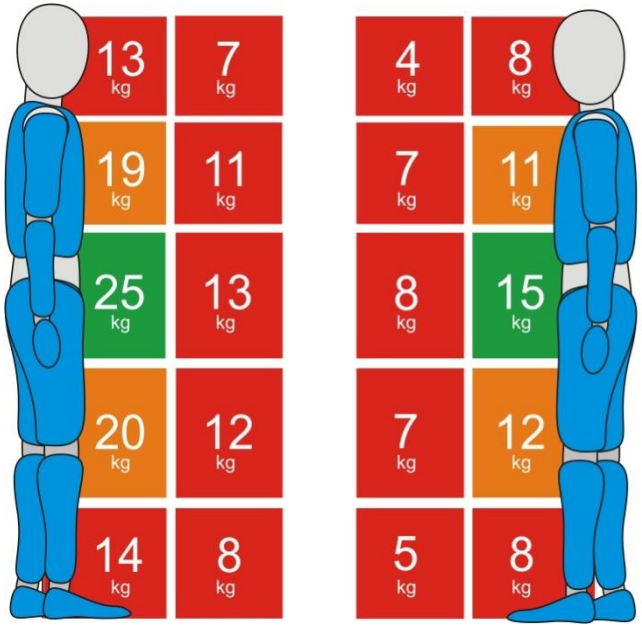


Putting a load in position

When you carry a load, **keep your back straight and the load close to your body**

Carrying a load

The load must be carried **as close as possible to your body.**



MAN WOMAN

The image shows **different zones for manually handling loads and the maximum weight for each zone (by sex).**

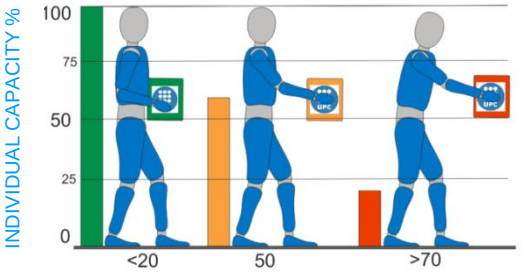
For both sexes, the ideal zone is at waist level and right next to the body. In this zone , the maximum weight can be handled with the minimum effort (25 kg for men and 15 kg for women).

If you change zone (as shown in the image), you will have to reduce the weight of the load to ensure your health and safety.

Ideal zone *for manually handling loads.*

Normal zone *for manually handling loads.*

Unsuitable zone *for manually handling loads.*



HORIZONTAL DISTANCE BETWEEN HANDS AND THE BASE OF THE SPINE (cm)

As **the distance between the load and your body increases**, **your capacity** to handle it will decrease **(you will have to make a greater effort).**

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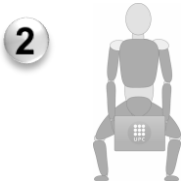
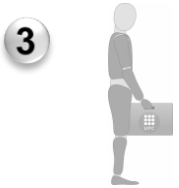
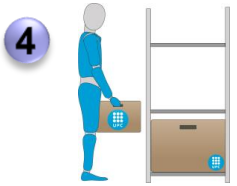


Lifting a load



Carrying a load



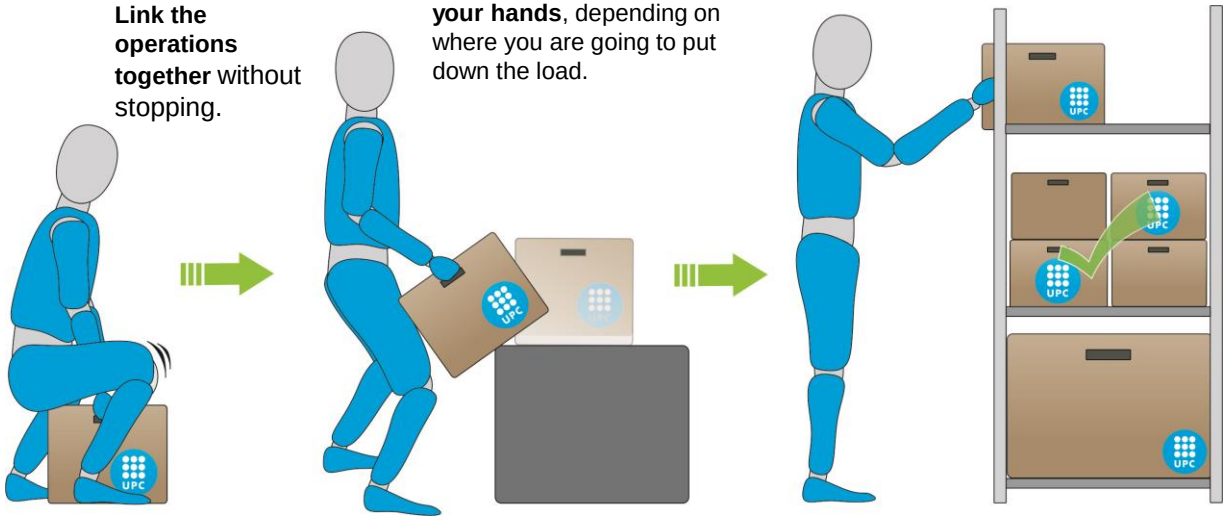
Putting a load in position

When you have to **put a load into a high position**, check that there are no obstacles that could get in the way of the movement

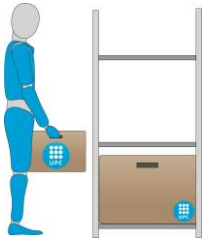
Putting a load in a high position

Link the operations together without stopping.

Look for a point of support and change the position of your hands, depending on where you are going to put down the load.

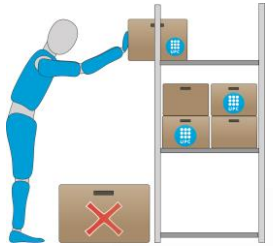


If you do not have a point of support, raise the load to your waist and, pausing slightly, lift it up (like a weightlifter lifting weights).



Storage

Try to store **the heaviest loads that are used most frequently on the middle shelves** (which are easiest to reach).



Before positioning a load, remove all other objects that could get in the way.

Having a point of support will enable you to handle the load more easily.