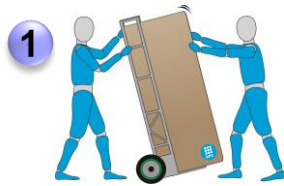


Manual handling of special loads



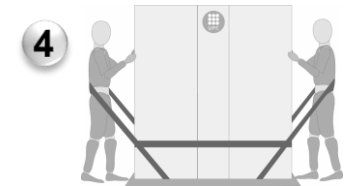
Loads as a team



Barrels and cylindrical objects



In a sitting position



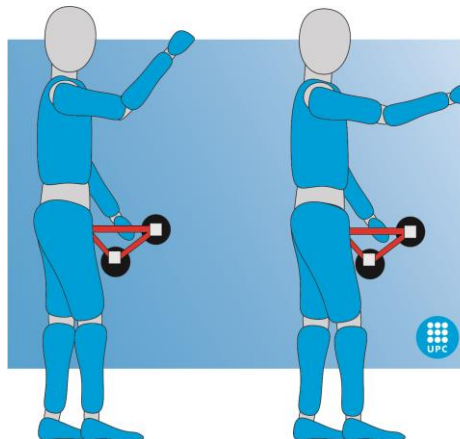
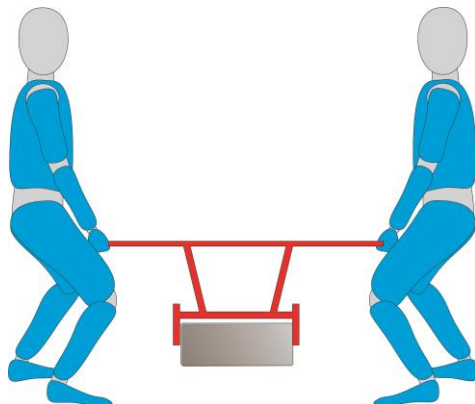
Special loads

Whenever possible, **ask a colleague for help** to move loads of a special volume or weight

Handling loads as a team

- When a load is **excessively heavy**, **ask a colleague for help**.
- To handle a load as a team, you need to **be synchronised to prevent one person from lifting before the other** and the load from tipping and falling.
- Before you start to lift the load, **plan the route**.
- When you are carrying the load, **walk carefully to avoid potholes and other obstacles**. If you cannot avoid walking over irregular ground, the person in front should warn the other person of any obstacles.

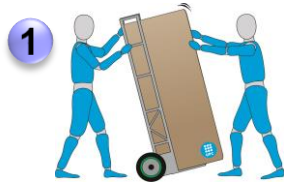
The use of additional equipment (clamps, suction cups) for carrying loads with other people **reduces risks associated with the musculoskeletal system**. However, remember that you need to keep your body in the right position.



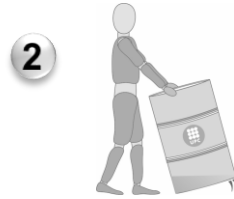
Remember to use **personal protection equipment** whenever you handle loads.

The use of additional equipment to move heavy loads or loads that are difficult to handle (for example, sheets of glass, windows or paving stones) **reduces the risk of injuries and accidents**.

Manual handling of special loads



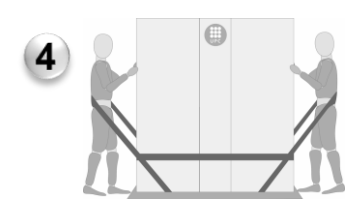
1 Loads as a team



2 Barrels and cylindrical objects



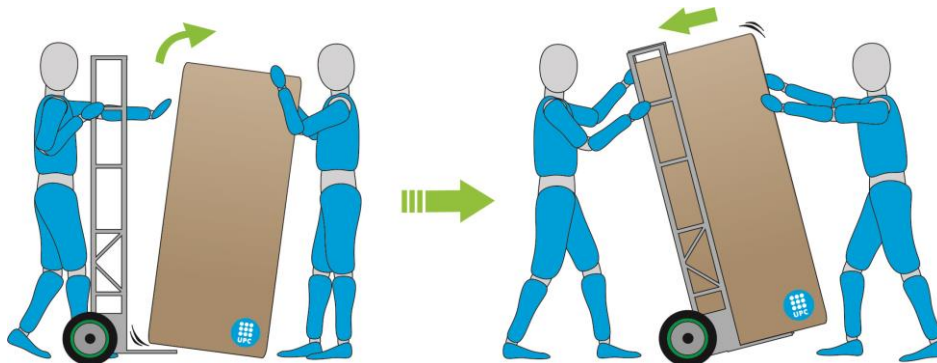
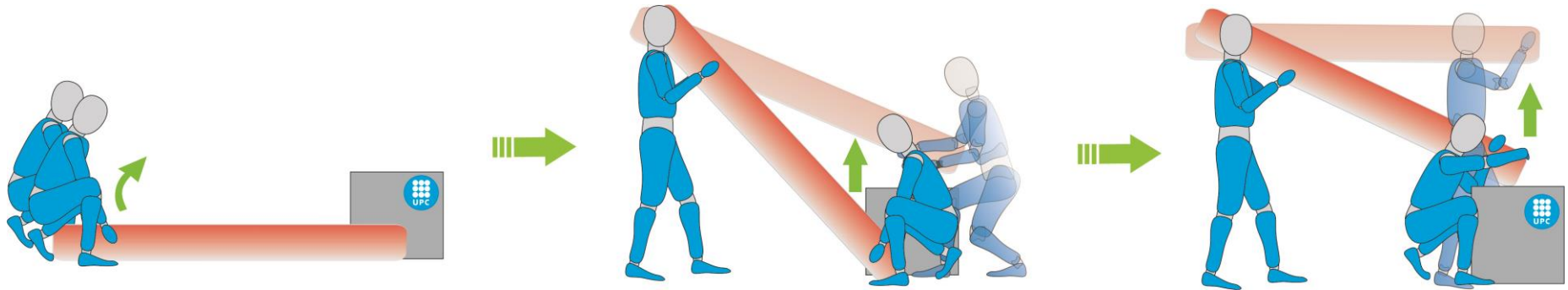
3 In a sitting position



4 Special loads

Before you move loads as a team, choose one person to give the orders

Techniques for handling loads as a team

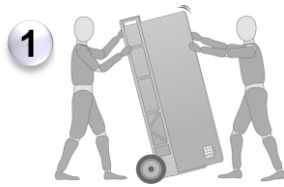


Important

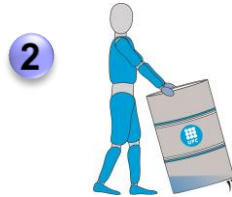
- Choose one person *to give orders for the team*.
- Decide on *a set of orders* such as: “up”, “down”, “stop” and “go”.
- *Follow the orders* given by the spokesperson of the team.
- If you have never handled loads as a team, first *try lifting* loads that are not heavy and are easy to handle.



Manual handling of special loads



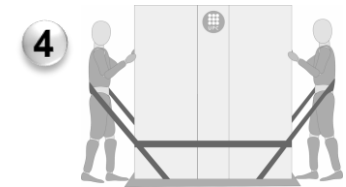
1 Loads as a team



2 Barrels and cylindrical objects



3 In a sitting position



4 Special loads

Whenever possible, use **mechanical means** to reduce the effort you need to make and to avoid awkward positions

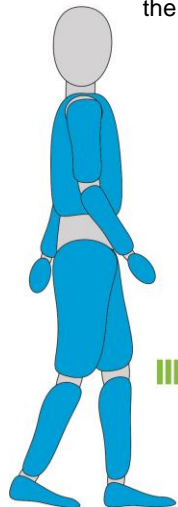
Handling of barrels and cylindrical objects

Use mechanical means to handle barrels. If the barrels are empty or contain only a small amount of liquid, follow the indications below:



Mechanical aids for handling barrels

Stand **close** to the barrel



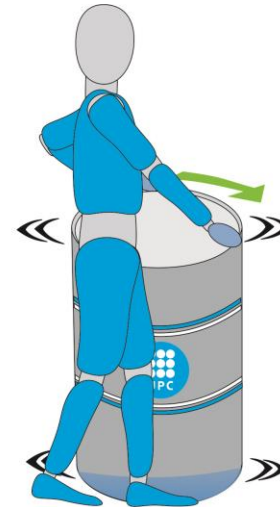
Position **your hands** firmly on the **upper edge**



Tilt the barrel slightly towards your body to move it



Stand by its **side**

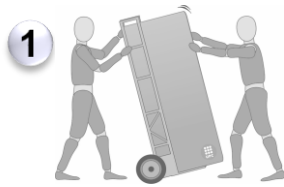


If, in exceptional circumstances, you have to roll the barrel along the ground, do so from **behind the barrel**. **Do not** use this technique on **slopes**.

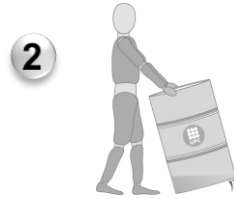
When you have found the **balancing point**, stop tilting the barrel and **turn it on its base**



Manual handling of special loads



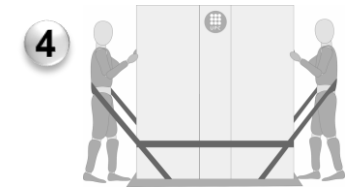
1 Loads as a team



2 Barrels and cylindrical objects



3 In a sitting position



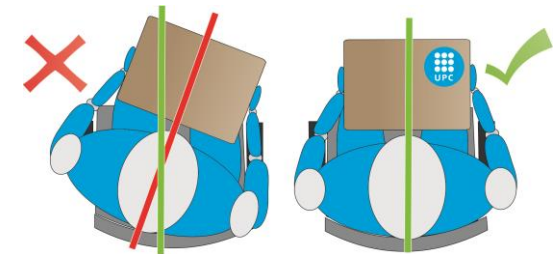
4 Special loads

Whenever possible, **avoid manual handling of loads** when you are in a **sitting position**

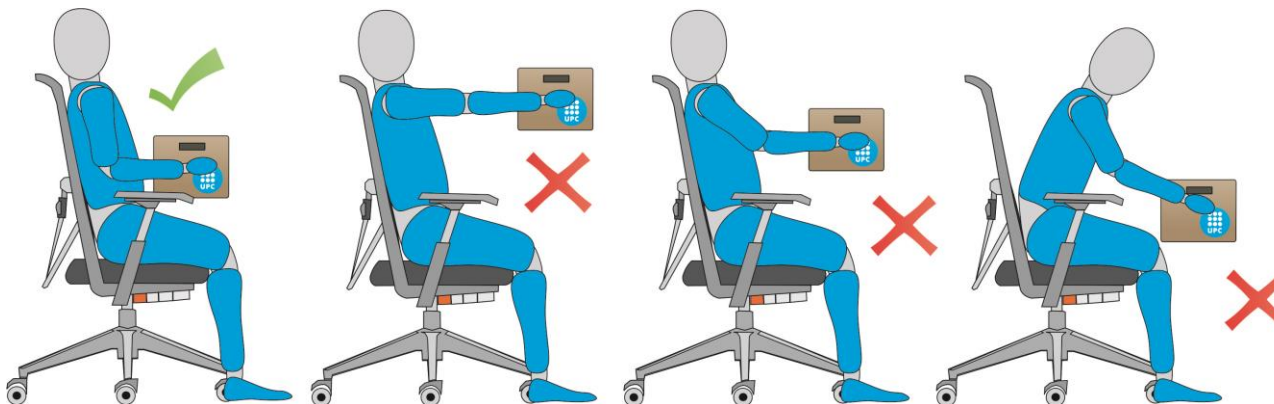
Handling of loads in a sitting position

Whenever possible, loads should be handled from a standing position. However, if you do have to handle loads manually when you are sitting, **they should never be over 5 kg**.

Remember that your **capacity** to handle loads is less **in a sitting position** than in a standing position, as you cannot use the strength of your legs.



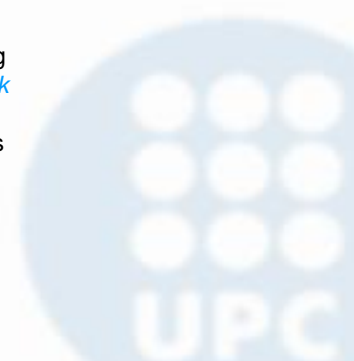
Do not twist your torso when you handle a load in a sitting position. Use your **hips to turn**.



Avoid manual handling of loads in a sitting position (*far from your body, above your shoulders or at ground level*).

Remember

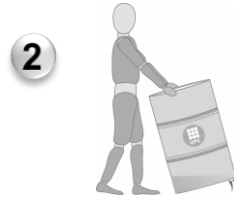
Handling loads in a sitting position **increases the risk** of suffering from back problems as your spine is not in its natural state.



Manual handling of special loads



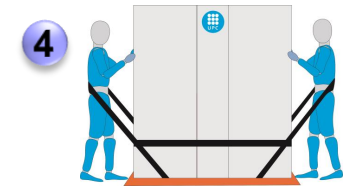
1 Loads as a team



2 Barrels and cylindrical objects



3 In a sitting position



4 Special loads

Use **additional equipment** to handle **special loads**

Loads without handles

To lift or carry difficult loads that do not have handles you need to use **additional aids**.

- Gripping accessories for **carrying boxes without handles**.
- Gripping accessories suitable for carrying **objects with sharp edges** that are difficult to hold.
- **Suction cups** for handling flat materials or sheets.
- **Straps** for lifting and moving large, heavy objects.
- **Blankets or rugs** for moving furniture.



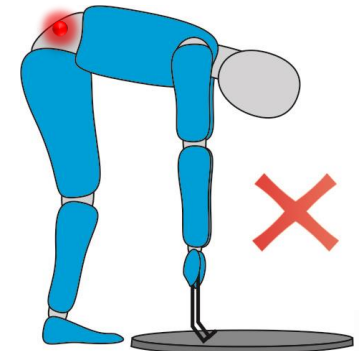
The use of additional equipment to move large, heavy or difficult loads makes it easier to handle them and reduces the risk of injury and accidents.

Handling of manhole covers

Avoid opening manhole covers using hooks and/or picks.



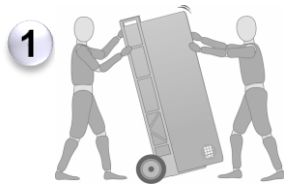
Use of hooks and/or picks



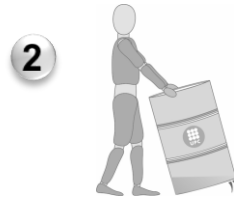
The use of additional equipment (such as levers with wheels) reduces the force you need to handle manhole covers and prevents you from adopting unsuitable postures (bending and crouching down).



Manual handling of special loads



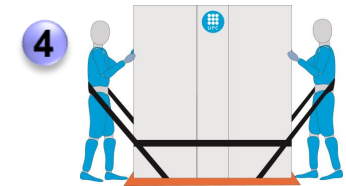
1 Loads as a team



2 Barrels and cylindrical objects

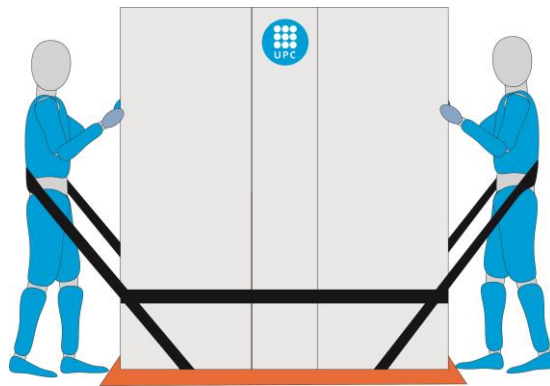


3 In a sitting position



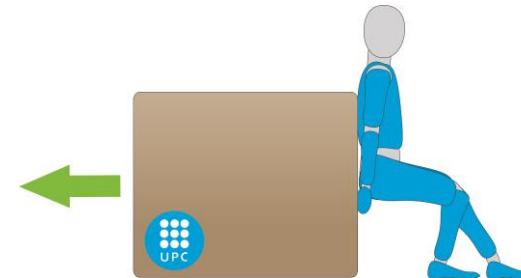
4 Special loads

Use **additional equipment** to handle special loads and check the load before handling it



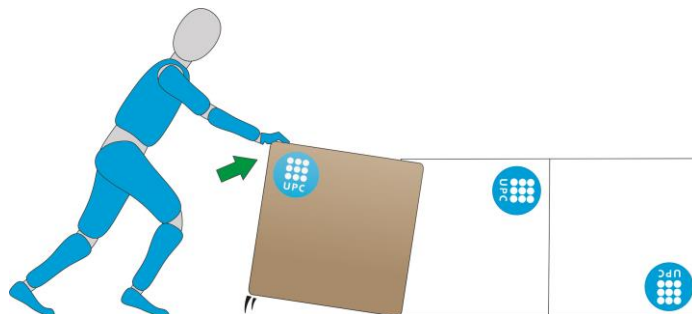
Large or excessively heavy loads should be handled, whenever possible, **without lifting them off the ground.**

Manual handling of loads using *straps and a mat* so that the load is easier to slide.



Before carrying out this operation, plan the route and **check that there are no people or materials in the way.**

Manual handling of loads using *the strength of your legs and with your back straight.*



Manual handling of loads *taking advantage of the load being off balance.*

This technique can only be used for **certain loads** (i.e. loads that cannot be damaged by this operation).

