Manual handling of special loads

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**.
Ergonomic recommendations

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.
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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:

Stand close to the barrel

Position your hands firmly on the upper edge

Tilt the barrel slightly towards your body to move it

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

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.

Ergonomic recommendations
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.

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

**Manual handling of 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.

**Handling of manhole covers**

Avoid opening manhole covers using 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.

- **Manual handling of loads using** *straps and a mat* so that the load is **easier to slide.**
- **Large or excessively heavy loads** should be handled, whenever possible, **without lifting them off the ground.**
- **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).

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