



Better understanding MANUAL HANDLING¹

Found in every workplace, **manual handling is more complicated than you might think**. It is commonly associated with physically demanding work (“heavy work”). However, manual handling involves a variety of skills.

Checklist • Employer • Worker

THESE SKILLS ALLOW

Acquisition of information on loads and the environment

- Objects handled
- Room to move
- Travel distance
- Performance and quality requirements



Organizing and planning actions

- Allow sufficient time to avoid working in emergencies
- Avoid unnecessary handling
- Adopt a regular and consistent working rhythm
- Plan travel/course (e.g.: use handling equipment adapted to the task)
- Balance the workload throughout the day

With **careful and planned handling**,
you can determine the **most suitable technique** for
reducing strain and the **risk of musculoskeletal disorders (MSDs)**.

MANUAL HANDLING,

EVERYONE'S RESPONSIBILITY

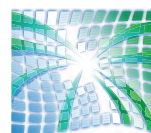
- Identify hazardous situations in manual handling.
- Do not assume that there is no room for improvement.
- Commit to providing workers with an environment and setting where they can develop and apply essential manual handling skills².

¹Source: IRSST reports R-1013, R-1020 and R-690 (principal author: Denys Denis) available free of charge at www.irsst.qc.ca. To learn more about material handling in the workplace, please visit manutention.irsst.qc.ca.

Authors of fact sheet:

occupational health teams of CISSS Montérégie-Centre and CISSS Laval

²ROHS, s.166. Regulation respecting occupational health and safety, c. S-2.1, r. 13



WHAT DO I NEED TO CHECK?

STAGES OF HANDLING

GET THE INFORMATION



LIFT



CRITICAL STEPS
MOVE



DEPOSIT



ADJUST



GUIDELINES FOR UNDERSTANDING AND ADAPTING TO MANUAL HANDLING

1. Posture

- ☐ Avoid rounding the back when bending over
- ☐ Avoid back torsion

2. Balance

- ☐ Keep the load close to the body when lifting, moving and placing

3. Body control

- ☐ Keep a stable and mobile support base, for balance and quick response

4. Control

- ☐ Position the hands to properly control and maneuver the load

5. Continuity of movement

- ☐ Position feet according to the pickup and drop-off points to ease the trajectory

6. Period when the load is fully supported

- ☐ Select a course that requires minimal load-bearing time
- ☐ Lift the load at the last possible moment Deposit it as soon as possible

7. Working with the load

- ☐ Use the load's characteristics and positioning (e.g.: rolling a tire, sliding a load)

8. Using the body

- ☐ Use the legs
- ☐ Transfer weight from one foot to the other

9. Rythme du mouvement

- ☐ Maintain a natural rhythm
- ☐ Avoid jerking motions

No single technique is the right one.

The work situation and knowledge of these guidelines will help you make the best choice.

DOES YOUR WORKPLACE

PROVIDE THESE OPTIONS?