

# MOVING AND HANDLING

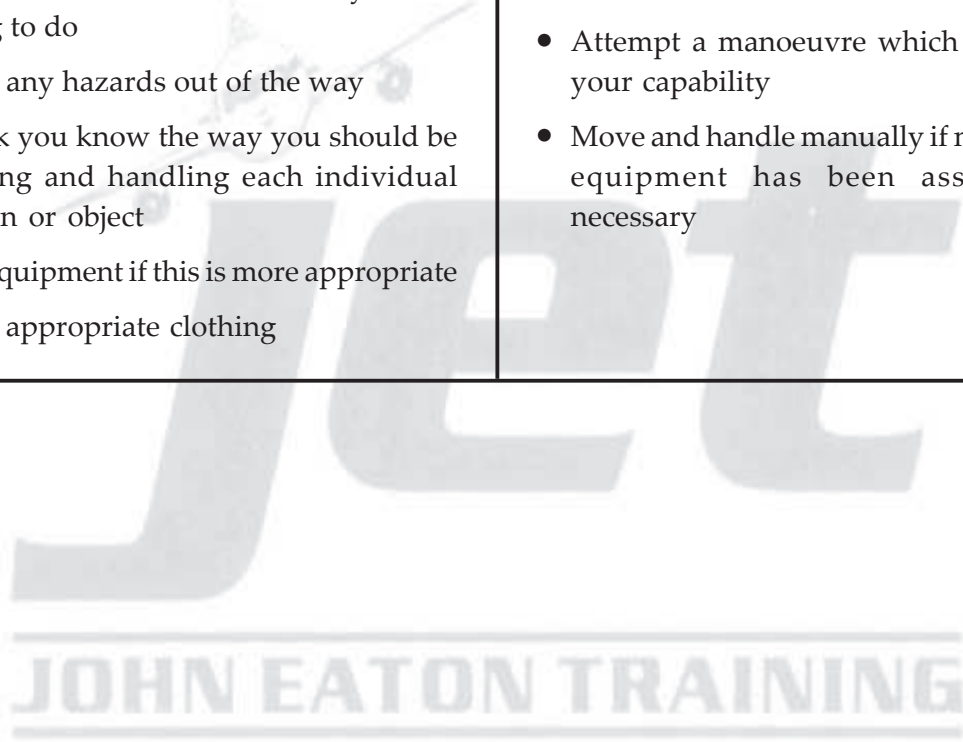
## *Your Rights*

- To receive adequate training in Moving and Handling Techniques
- To be provided with mechanical lifting equipment when manual handling is assessed unsafe
- To have work systems which reduce tasks to a minimum the risk of injury from moving and handling
- To be supported by your manager and to have your moving and handling and other health care needs acknowledged

## *Your Duties*

- To apply the moving and handling techniques in which you have been trained
- To use the systems of work introduced by your manager
- To inform your manager of any change in your physical condition which may affect your ability to carry out moving and handling tasks
- Seek help if you need it

<i>DO</i>	<i>DON'T</i>
<ul style="list-style-type: none"><li>• Explain to all involved what you are going to do</li><li>• Clear any hazards out of the way</li><li>• Check you know the way you should be moving and handling each individual person or object</li><li>• Use equipment if this is more appropriate</li><li>• Wear appropriate clothing</li></ul>	<ul style="list-style-type: none"><li>• Move and handle unnecessarily</li><li>• Attempt a manoeuvre which is beyond your capability</li><li>• Move and handle manually if mechanical equipment has been assessed as necessary</li></ul>



Trainee Name .....	
Read, Understood and Signed .....	Date    /    /
Assessor Signed .....	Competent [ Y ] [ N ]