

Manual handling is a leading cause of injury in the cleaning industry. Good technique and planning can prevent injury and keep you working safely. Always assess the load, use the right equipment and ask for help if needed.

01

ASSESS THE TASK & THE LOAD





- Think before you lift.
- Check the weight, size and shape of the load.
- Consider the route – is it clear of obstructions and hazards?
- Use mechanical aids where available.
- Ask for help if the load is heavy or awkward.

02

USE THE CORRECT TECHNIQUE





- Stand close to the load, feet hip-width apart.
- Bend your knees, not your back.
- Keep your back straight and your core tight.
- Get a good grip on the load.
- Lift smoothly using your leg muscles, not your back.

03

CARRY THE LOAD SAFELY





- Keep the load close to your body.
- Keep your back straight and core tight.
- Do not twist – turn your whole body with your feet.
- Keep your view ahead – do not obstruct your vision.
- Take small, steady steps.

04

PUT DOWN THE LOAD SAFELY





- Use the same technique in reverse.
- Bend your knees and keep your back straight.
- Lower the load slowly and with control.
- Make sure it is stable before releasing your grip.

05

USE HANDLING AIDS & EQUIPMENT





- Use trolleys, mop buckets on wheels and vacuum cleaners.
- Do not carry equipment longer than necessary.
- Check equipment is in good working order.
- Report any faults or damage.

06

LOOK AFTER YOUR BODY





- Take regular breaks and change tasks where possible.
- Stretch before, during and after work.
- Stay hydrated.
- Report aches, pain or discomfort early.
- Look after your body – it's your most important tool.

BEFORE YOU LEAVE THE SITE



KNOWLEDGE CHECK

Circle the correct answer or write your response.

- 1 Why is it important to assess a load before lifting? _____
- 2 What is the correct lifting technique? _____
- 3 What should you do if a load is too heavy or awkward? _____
- 4 What can you use to help reduce manual handling? _____
- 5 What should you do if you feel pain or discomfort? _____

TRAINING RECORD

I confirm that I have received, read and understood the content of Module 11 – Manual Handling.

Employee Name: _____ Date: _____

Employee Signature: _____ Date: _____

Trainer Name: _____ Date: _____

Trainer Signature: _____ Date: _____

 This training does not replace site specific instructions or risk assessments. Always follow the rules and use your equipment as directed.