GUIDELINES FOR BQ MEMBERS - MANUAL HANDLING

1. Put yourself first - consider your physical capability and health conditions before deciding on whether to lift or move an item.

2. Plan the lift - if carrying items any distance ensure that the route you intend to take is free of obstacles – check for stairs, steps or ramps, slippery or uneven floors, or poor lighting.

3. Assess the weight – before lifting an object, check its weight.

4. Carrying a table is a two person job – do not carry a table alone. If in doubt, ask for help.

5. Keep a stable base – feet should be shoulder-width apart with one foot slightly forward.

6. Bend your knees - keep your back straight and lift with your legs when picking up items from the ground.

7. Hold it close – keep the item tight against you while carrying it, not at arm's length.

8. Avoid twisting – move your feet to turn your whole body instead of twisting your torso.

9. If unloading a vehicle slide heavy items to the edge of the boot before lifting them out.

All members and new joiners to be made aware of these guidelines.

All manual handling injuries or near misses to be recorded in a BQ accident book.