



HEALTH AND SAFETY
AUTHORITY

Simple Safety Series



Retail sector – Manual Handling

**Manual handling
causes one-third of
accidents in the
workplace!**



Manual handling causes one-third of accidents in the workplace!



Simple Safety Sheet

- 1 Avoid handling loads wherever possible.**
- 2 Keep walkways clear.**
- 3 Use the mechanical aids provided, for example, a trolley or pallet truck.**
- 4 Report any manual-handling concerns that you have.**
- 5 Break up a large load.**
- 6 Get help with heavy, sharp or awkward loads.**
- 7 Bend your knees.**



Name	Signature	Date	Name	Signature	Date

How to use sheets?



Ensure that sheet is relevant

Points are listed by priority

go through points in order

Confirm employees understand

Ensure each sheet is signed off

Sheets can be used as posters



Briefing Aim



- To support Simple Safety sheets
- To outline manual handling in the Retail sector
- To provide more information





1 Avoid handling loads

Avoid handling loads **whenever possible**

Do objects really need to be handled?

Can you use a mechanical aid?

Employees noted as manually handling loads in a lot of cases even when not always necessary



2 Keep walkways clear

Keep floors & access routes clear

~ 75% of all tripping accidents
are caused by obstructions

ensure lighting is OK

Avoid tripping hazards

Look out for steps, trailing cables

Consider assessing walkway
before handling load





3 Use mechanical aids

Use mechanical aids **provided**
e.g. trolley, pallet truck

Can you push or pull instead of lifting?

Be aware of where mechanical aids are

Ensure all aids in good condition



4 Report concerns



Report concerns

overcrowded storage rooms

unstable ladders

broken castor wheels on trolleys etc.

Do not presume that someone else has reported problems



5 Break up a large load



If necessary open a box and take sections of stock one at a time

Order smaller containers if needed

Find time to handle smaller loads

Make several trips if needed

Organise your time

Allow the correct amount of actual time needed



6 Get help with difficult loads



Get help with heavy, sharp, awkward loads. e.g. flat pack furniture

If you need, Ask for help

Ask people to help handle load

Do not handle load on your own if too heavy for you

Ask people to hold doors





7 Bend your knees

many staff not bending knees
when lifting/pushing pulling

Use knowledge and training

Bend your knees



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This is the end of the training
Put the simple steps into use

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Keep records here



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**Remember:
if it doesn't seem
safe
it probably isn't**



Topics in this series



Retail - Manual Handling

Retail - Slips, Trips & Falls

Retail - Cuts

Retail - Falling Objects

Retail - Falling from a Height



END

