



HEALTH AND SAFETY
AUTHORITY

Simple Safety Series



Food and drink sector – Manual handling

**The most common injuries
in the workplace are to the
back, neck and ribs!**



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Simple Safety Sheet

- 1 Avoid handling loads wherever possible.**
- 2 Use the trolleys provided.**
- 3 Assess the load before you handle it.**
- 4 Break up a large load.**
- 5 Ask for help if you need it.**
- 6 Keep walkways clear.**
- 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 Food
and Drink sector

To provide more information



1 Avoid Manual Handling



Wherever possible, avoid handling loads

Do objects really need to be handled?

Can you use a mechanical aid?

2 Use trolleys provided

Can you push or pull instead of lifting?

Use trolleys in kitchens as well as stores

Be aware of where mechanical aids are

Ensure trolleys in good condition



3 Assess before handling

Do you really know how heavy it is?

Check anyway

Is it hot/ cold?

It it unstable?

Are there sharp edges?

Where will you put it down?



4 Break up large load

Find time to handle smaller loads

Make several trips if needed

Organise your time

Allow the correct amount of actual
time needed

Order smaller containers if needed



5 Ask for help

If you need, Ask for help

Do not be afraid to ask for assistance

Ask people to help handle load

Ask people to hold doors

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



6 Keep walkways clear

Avoid tripping hazards

Look out for steps, trailing cables

Never store items in walkway

Consider assessing walkway
before handling load

Avoids awkward posture



7 Bend your knees

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



Food & Drink - Manual Handling

Food & Drink - Slips, Trips & Falls

Food & Drink - Cuts

Food & Drink - Burns & Scalds

Food & Drink - Falling Objects



END

