

MOVING AND LIFTING

Moving and lifting large objects/ loads is a common office hazard which can lead to back injuries and pains in hands, wrists and neck.

To reduce the likelihood of these types of accidents it is important to:

- Remove the need for moving/lifting that could be the cause of injury
- Identify those tasks where moving/lifting cannot be avoided and assess the risk of injury
- Reduce the risk of injury by re-arranging the work being done (e.g. have paper delivered to the photocopier rather than manually carrying it)
- Provide manual handling training to workers who really need it.