# 🧰 TOOLBOX TALK – Manual Handling: Preventing Strains and Sprains

\*\*Topic:\*\* Safe Manual Handling Practices

\*\*Date:\*\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Delivered by:\*\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Location/Department:\*\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 🦴 Why This Matters

Sprains and strains from manual handling are the most common workplace injuries. Improper lifting, awkward postures, and rushing tasks can all lead to painful and long-term musculoskeletal issues. This toolbox talk helps reinforce safe habits to protect yourself and others.

## ⚠️ Common Manual Handling Injuries

* - Back strains and slipped discs
* - Shoulder and neck injuries
* - Knee and ankle strains
* - Repetitive strain injuries

## ✅ Safe Manual Handling Tips

* Assess the load before lifting – is it heavy, awkward, or sharp?
* Plan the route – remove tripping hazards and check for obstacles.
* Use your legs to lift – bend your knees, keep your back straight.
* Avoid twisting – turn your whole body with your feet.
* Use aids like trolleys or ask for help with heavy loads.
* Lower with control – don’t drop or jerk.
* Take regular breaks to avoid fatigue.

## 🛠️ Employer Responsibilities:

* Avoid hazardous manual handling where possible.
* Provide suitable equipment for lifting and moving loads.
* Conduct manual handling risk assessments.
* Deliver manual handling training.

## 🧑‍🤝‍🧑 Employee Responsibilities:

* Follow safe lifting techniques and use provided equipment.
* Report unsafe loads, areas, or equipment.
* Avoid taking risks or lifting alone when unsafe.
* Participate in training and ask for help if unsure.

## ✍️ Attendees

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| Name | Signature | Comments |
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