



▲ LIFTING AND HANDLING EQUIPMENT AND MOPPING/SWEEPING & CLEANING

▲ LIFTING AND HANDLING EQUIPMENT

- Assess the situation and when required, or where possible, two (or more) people should be used for moving and carrying equipment.
- Avoid lifting and carrying wherever possible.
- Plan the procedure; assess the load, and where to place it. Ensure sufficient space and clear obstacles and prepare area.
- Push rather than pull.
- Move the object as close as possible to you.
- Bend your knees and elbows (do not stoop or bend forwards).
- Use your leg muscles.
- Take a secure grip (both hands) of the equipment. Do not lift with one hand.
- When lifting, face the object front on, ensuring your feet are also facing the object.
- Keep your back straight, do not reach or twist at all or bent sideways.

▲ MOPPING/SWEEPING & CLEANING

- Keep your back straight at all times.
- Use a side on or front approach, do not twist.
- Use your elbows
- Do not reach when mopping or sweeping, use short strokes moving around more.
- Do not stoop down, bend your knees.
- ▲ Use suitable equipment such as long handled dustpans and wide brooms.

ASSOCIATED POLICIES

- Work health and safety (NSW)
- Occupational health and safety (Victoria)
- Accident prevention
- **Last review:** 24.04.2023
- **Next review:** 24.04.2024