

Lifting Heavy Objects

Manual Handling Guidance

Listed below are some points that, if observed, may help to reduce the risk of injury to those who are involved with manual handling operations:

- before attempting to lift or move any object, test the weight by tilting to determine how heavy the load is and the position of its centre of gravity
- before commencing the lifting or moving of objects, ensure that the area in which you are working is clear and free from obstructions
- have items delivered as close as possible to where they are going to be used and split the load into smaller, more manageable units
- ensure that you have a firm, comfortable grip before lifting
- ensure that you have a firm footing before lifting
- when lifting, keep your head up, your back straight, your feet slightly apart and, wherever possible, lift from the knees using your leg muscles
- keep the object you are lifting as close to your body as possible
- do not pile objects so high that you or your load might overbalance
- do not pile objects so high that you cannot see where you are going
- if you cannot lift or move the load on your own, ask for assistance
- help others to lift or move a load if you are asked
- do not attempt to lift or move an object if you suffer from a medical condition that puts you at risk of injury (e.g. sciatica)

Reference: *Electoral Commission - Handbook for polling station staff 2025*