

# 2

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## Manual lifting and handling

British Gypsum recognises the increasing importance of Health and Safety. As such, we have been working with Pristine Condition, experts in this field, to develop a series of safe systems of work for manual lifting and handling of our products.

The simple guidance in this section suggests appropriate methods for handling British Gypsum products including Gyproc plasterboards, Thistle plasters, Gypframe metal sections, Glasroc boards and Artec ceiling products.

All content and imagery in this section has been produced in association with



## Safe systems of work

- Wherever possible, place one foot in front of the other to produce a good base and reduce the pressure on the body
- Assess the load by placing your hand on it and moving it
- Only handle what you feel you can manage
- Initiate movements with your legs, unlocking the knees and drive with the legs to start the lift
- Keep the load as close, or get as close as possible to the load when lifting or handling
- Turn instead of twisting and move your feet
- Let your back find its natural curvature
- Never lose control of the load



### Loading and unloading pallets

- PPE: Safety shoes required
- Always place one foot forward by operating from the corner of the pallet or placing one foot on the pallet taking care to ensure that the pallet does not tip in the process
- Unlock the knees for low level work
- Take a firm grip of the load with both hands
- Lift using the legs to start the movement
- Turn by moving the feet



- Always keep the load close when carrying



- DO NOT LIFT WITH FEET IN LINE OR WITH LOAD IN FRONT OF THE FRONT FOOT



### Mixing

#### Emptying bags into a mixer

- PPE: Mask, eye protection, hard hat and safety shoes required
- Always place one foot down by the side of the mixing container
- Unlock the knees if necessary
- Turn by moving the feet



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- DO NOT EMPTY BAGS WITH FEET IN LINE



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#### When mixing

- PPE: Mask, eye protection, hard hat and safety shoes required
- Keep the foot to the side of the mixing container
- Unlock the knees if necessary
- Maintain a balanced position



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- DO NOT WORK WITH FEET IN LINE



### Picking from mid level

- PPE: Hard hat and safety shoes required
- Place one foot forward
- Take a firm grip of the load
- Pull the load to a point of pivot (using the legs if necessary)
- Pivot against the stack
- Keep the load close
- Turn by moving the feet



- DO NOT TWIST
- DO NOT PICK WITH FEET IN LINE



### Handling buckets

- PPE: Hard hat and safety shoes required
- Always place one foot alongside the bucket before lifting, or pivot the bucket towards you before lifting
- Take a firm grip with both hands
- If heavy, you may need to tilt and take a grip of the base and the top of the bucket
- Start the lift with the legs
- Unlock the knees for low level work

- Always turn by moving the feet
- If taking two buckets, always carry in a balanced manner
- Only handle what you can manage
- DO NOT CARRY HEAVY OBJECTS ON ONE SIDE
- DO NOT TWIST



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### Handling lengths of metal

#### One person

- PPE: Gloves, hard hat and safety shoes required
- Always approach the lengths of metal from one end
- Place one foot forward
- Unlock the knees for low level work
- Take a firm grip
- Lift with the legs



2

- DO NOT PICK FROM THE MIDDLE OF THE STACK



**Option 1**

- Work your way to the middle
- Pivot the stack and carry in a balanced manner



**Option 2**

- Place over the shoulder
- Work your way to the middle (point of balance)



- Unlock the knees to rest the stack against the shoulder
- Allow the stack to pivot against the shoulder as you stand up





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- Only carry over the shoulder if you can remain upright
- Be aware of your surroundings when carrying lengths of metal in this way



7

- DO NOT LEAN



8

If removing from racks:

- PPE: Gloves, hard hat and safety shoes required
- Place one foot forward
- Drive with the legs to bring the load to one end
- Carry in a balanced manner



- Always communicate during the lifts and carrying



### Handling boards

#### One person

- PPE: Hard hat and safety shoes required
- Pull the board in towards yourself
- Unlock the knees for low level work
- Lift by using the legs



- Carry the board in a balanced manner (for large boards, you can support the board on the top of the chest / shoulder)
- Only lift what you feel you can manage
- If necessary, seek assistance

**Two person****Picking**

- Operate from the corners of the stack
- Unlock the knees for low level work
- Lift board together to vertical position
- Only lift what you feel you can manage

**Carrying**

- Carry in a balanced manner across the body
- If walking backwards, ensure it is over the shortest possible distance and clear the route beforehand



- DO NOT CARRY HEAVY OBJECTS ON ONE SIDE



### Carrying board up / down stairs

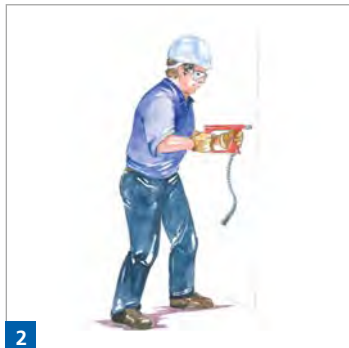
- PPE: Hard hat and safety shoes required
- Whether going up or down stairs, place one foot forward then bring both feet together on each step
- Keep the boards in a balanced manner
- Place both feet on each step before moving off to improve control and balance throughout the lift

- Work together in timing
- Stop wherever necessary (if steps are in poor order, or have a deeper drop, you may need to place the load down first)
- Only lift what you feel you can manage



### Fixing walls

- PPE: Eye protection, hard hat and safety shoes required
- Operate in a balanced manner
- Always keep one foot forward
- Unlock the knees for low level work



- Always work in front of the body
- Use appropriate platforms where necessary
- DO NOT OVER-REACH OR STRETCH TO THE SIDES OR ABOVE THE HEAD



### Lifting plasterboards into place (including ceilings)

#### Two person operation

- PPE: Eye protection, hard hat and safety shoes required
- Communicate – work together
- Take a firm grip of the board in both hands



- Unlock the knees to place board into position
- Always work in front of the body



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### Fixing ceilings

- PPE: Eye protection, hard hat and safety shoes required
- Always work in a balanced position
- Operate with one foot forward
- Keep the body upright
- Always use appropriate platforms where necessary



2

- DO NOT OVER REACH