Manual Handling (Facilities Maintenance & Hard FM)

FM teams move tools, ladders, plant, parts and equipment all day. Risks change in tight spaces, during ceiling work and with heavy trolleys or awkward heights.

Keep loads close, reduce twisting, use team lifts and ladder-safe movements.

Primary Risks & Hazards to Spot



- **Lifting ladders, tools and trade equipment**
- **Awkward loads in tight plant rooms**



- **Pushing heavy trade trolleys up to 100kg**
- **Twisting when lifting from trolleys or pallets**



- **Overreaching on ladders or prolonged overhead work**
- **Prolonged static postures between jobs**

Social Infrastructure & Citizen Services

Where might this happen in our work environment?



Plant rooms: carrying awkward loads through tight spaces or pushing heavy trade trolleys.



Ceiling work: overreaching on ladders or working overhead for long periods.



Stores and vans: lifting tools and parts from trolleys, pallets or shelves can involve twisting.

Where else?

Which tasks cause discomfort? Where do you twist or reach most?

What can we **check to protect**?

1. **Is the load close and supported?**
   Use mechanical aids and two-person lifts for awkward loads. Pull items close before lifting. Avoid “grab and twist” from shelves or vans.
2. **Can we use trolleys safely?**
   Use ladder trolleys. Keep ladders stable and avoid side reach. Push with elbows tucked and hands at waist height.
3. **Can we break up static work?**
   Break tasks with micro stretch resets.

Where could a mechanical aid reduce your load today?

Social Infrastructure & Citizen Services

Your safety comes first

The SI&CS Health, Safety and Wellbeing Team is here to help.

You don’t have to work through a safety concern alone.

Ask for support when:

You’re unsure

We can help you understand a hazard and discuss a safer way to work.

Something happens

We can help with hazard, incident and near-miss reporting and next steps.

You need support

We can work with you and your supervisor or manager to address health, safety and wellbeing concerns.

Do you know who is your HSW Business Partner?

Stop if the work is unsafe

Pause the task and move to a safe place. Speak up if something feels unsafe or you are unsure.

Notify your supervisor or manager

Report hazards, incidents and near misses promptly, even if no one is hurt. Explain what happened, where it is and who may be at risk.

Do not continue unsafe work

Keep the task stopped until the risk is addressed and your supervisor or manager confirms a safe way forward. Ask for help if you are unsure.