

SAFE MANUAL HANDLING

Tips for
Back
Protection



Office



職業安全健康局
OCCUPATIONAL SAFETY & HEALTH COUNCIL



工作 安全健康
safety at work



Introduction

We don't usually think of office work as dangerous, so we often ignore the hazards that exist.

The fact is the tasks we do every day still have the potential for serious harm.

Improvement Methods

If we perform tasks properly everyday we can greatly reduce our chances of injury.



Consider your physical condition and your capacity, and adjust the task accordingly.

For instance, if you are pregnant, make several trips, each time with just a smaller load.





Don't bend your back when lifting heavy items.

Using a pump-action water dispenser reduces the need to lift water bottles.



Don't stretch to reach items on the top shelf.

Use a proper step to avoid over-extending your back or arms.



Avoid bending over when picking up items, especially heavy items, because you could hurt your back.

Instead, keep your back straight and bend at the knees.





There can be hazards in the office environment. For instance, you could easily trip on unsecured flooring.

Immediately repair loose or uneven flooring to prevent accidents.



A disorganized or untidy office can cause accidents.

Keep cords and cables neatly secured and out of the way to make the office safe.



Working long periods with bad posture can injure your back.

For certain types of jobs you should use an adjustable table with a tilable surface top.





When lifting a cabinet, you might adopt a bad posture, which could cause injury.

Put the cabinet on a dolly and use a ramp.



Remember

To avoid manual handling-related injury you should:

- Reduce the need for manual handling.
- Use mechanical aids when possible.
- If you must perform a manual handling operation, use the proper procedures.
- Keep the office environment safe and passageways clear.
- Exercise to keep fit.



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