

WHS Fact Sheet – Lifting, Pushing and Pulling Safely

Lifting

Incorrect or poor lifting technique can lead to the development of a Musculoskeletal Disorder or Injury. Frequently lifted items should be stored between shoulder and mid-thigh height to ensure good manual handling techniques can be applied.

Please follow the following instructions if required to lift an item from the floor:

Step One: Plan ahead

- Have a clear understanding of where you are moving the item to.
- Ensure you have a clear path ahead of you.
- Ask for help if the item is heavy, large or awkwardly shaped.



Step Two: Preparation

- Position your feet close to the item. Feet should be shoulder width apart.
- Bending from your hips and knees in a squatting movement, lower yourself to the item.
- Do not bend/arch your back.



Step Three: the lift

- Ensure you have a firm grip on the item by gripping with your palms, not the fingers.
- Activate your core.
- With a smooth action, straighten your legs by pushing through the heels.
- Keep the eyes and feet pointing in the same direction when moving the item.



Step Four: Lowering

- Get as close as possible to where the item needs to be placed.
- Slowly lower the item following the steps in the Preparation Stage.
- Adjust the position of the item after it has been placed down.



If additional information is needed, please contact the [WHS Unit](#).

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Pushing and Pulling

Incorrect or improper pulling or pushing technique can lead to the development of a Musculoskeletal Disorder or Injury. Where possible, frequently moved items such as trolleys should be moved using a pushing action. This allows for the activation of larger, more powerful muscle groups.

Please follow the following instructions if required to move an object either by pushing or pulling:

Step One: Plan ahead

- Have a clear understanding of where you are moving the item to.
- Ensure you have a clear path ahead of you.
- Ask for help if the item is heavy, large or awkwardly shaped.



Step Two: Preparation

- Stand as close to the object as possible.
- Keep the elbows bent.
- Activate your core.



Step Three: Pushing

- If applicable, adjust the handles of the object to ensure your elbows are at 90°.
- Once moving, keep your elbows bent throughout the process.
- Ensure your core is activated and shoulders are relaxed.
- Keep the eyes and feet pointing in the same direction when moving the object.



Step Four: Pulling

- If applicable, adjust the handles of the object to a lower height. The angle at your elbow will be greater than 90°.
- Keep your elbows bent throughout the moving process.
- Ensure your core is activated and shoulders are relaxed.
- Use two hands and face the object to avoid twisting movements.
- Keep the eyes and feet pointing in the same direction when moving the object.



If additional information is needed, please contact the [WHS Unit](#).