### Purpose

To aid in the safe manual handling of heavy loads.

### Responsibilities

* Master – Ensure this procedure is carried out as written and to make any changes needed to this procedure to ensure the safety of the crew.
* Crew – Follow the procedure below at the direction of the vessel master.

### Procedure

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| **Step** | **Manual Handling**  |
| **1.** | Assess whether you should ask for help with a lift before attempting it – know your limits |
| **2.** | Make sure your work area is free of obstructions before lifting as you may have trouble seeing the floor while carrying the load.  |
| **3.** | Get as close to the object as possible before lifting. |
| **4.** | Avoid twisting motions during the lift.  |
| **5.** | Keep your back straight and lift with your legs.  |
| **6.** | Do not lift objects overhead.  |
| **7.** | Ask for help when the load is beyond your capacity or use a mechanical lift when the load is beyond human capacity. |