



Protect your back

**Good advice on lifting
techniques for
warehouse workers**



BFA

Transport
Service – Turisme
Jord til Bord

Branchefællesskab for Arbejdsmiljø

Lift, pull and push better – and protect your back

Every day all sorts of items must be transported from suppliers to recipients around the country – be it anything from small boxes with pencils to large refrigerators.

Lorries are loaded and unloaded. Goods are repacked and sorted before being dispatched to their final destination.

As an employee, you and your back put great effort into repacking, sorting and transporting parcels and goods. Whenever you move, lift or carry something, it is important that you protect yourself and your colleagues.

With this pocket guide **BFA Transport** wants to make sure that you have information about the best lifting techniques available at all times.

We hope you will put the pocket guide to good use.

REMEMBER! Mind your back!
It is your companion for life
– so prevent back pain and injury!

PROTECT YOUR BACK!



BFA Transport

The Committee for Working Environment within the Transport Sector and Wholesale Trade (in Danish: BFA Transport) is the working environment forum where employers' associations and trade unions collaborate to improve working environmental conditions within the sector.

The objective of **BFA Transport** is to contribute to solving occupational health and safety issues within the sector. The primary effort is in the form of regular publications of sector-specific guides and booklets about working environmental issues.

At **bevarryggen.dk** you can watch instruction videos on lifting techniques with English subtitles. Scan the QR code to visit the site.

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When lifting boxes placed high up

Sometimes you need to get a box from a position high up. Here you will find good advice on how to best lift boxes that are placed high up.

Remember!

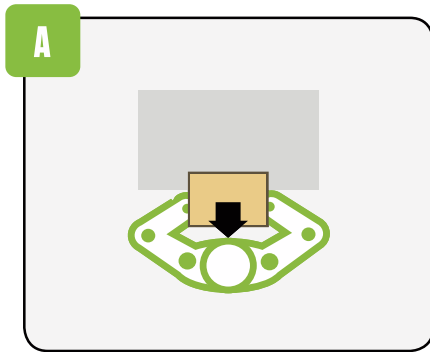
- ▶ Get close to the box and turn the long side towards you.
- ▶ Get a good and firm hold around the short ends of the box.
- ▶ Lift close to and straight in front of your body.
- ▶ Let your body support the box when lifting.
- ▶ Nose and shoe toes in the same direction to avoid twisting your back.

Technical aids



An electronic catalogue of technical aids.

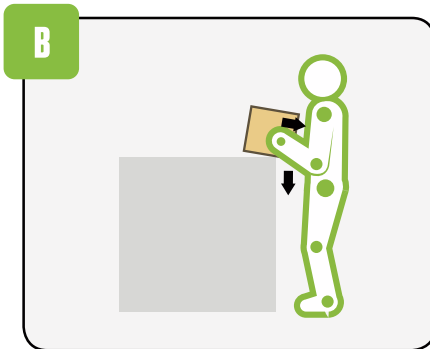
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Lift close to and straight in front of your body.



1 Wriggle the box free and pull it to the edge of the lower layer.



Let your body support the box until it has a good lifting height.



2 Turn the long side towards your body.



3 Get a good hold around the ends of the box and lift it close to your body.

When lifting boxes from floor level

Getting a good hold of boxes that have no grips or handles can be difficult. Here you will find good advice on how to best lift boxes from floor level when the use of technical aids is not possible.

Remember!

- ▶ Avoid bending your back when lifting from floor level.
- ▶ Tip the box diagonally to get a good gripping height.
- ▶ Bend your knees and hips when lifting.
- ▶ Lift the box close to and straight in front of your body.
- ▶ Keep your back straight.
- ▶ Use your thigh muscles when lifting.
- ▶ Nose and shoe toes in the same direction to avoid twisting your back.

Technical aids



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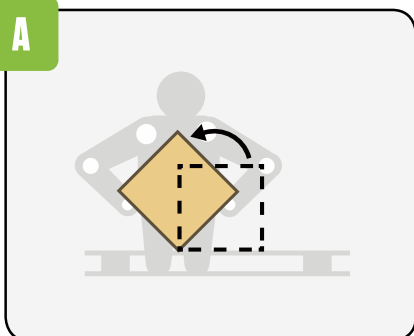


1



Work close to the box. Bend your knee and hip joints and pull the box out to the front end of the pallet.

A



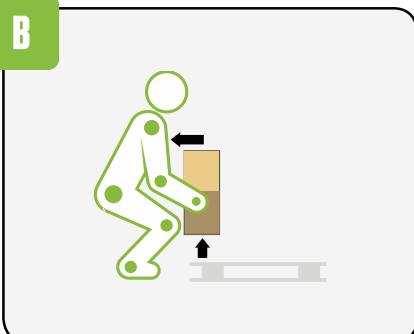
Tip the box to get a higher gripping point.

2



Get a higher grip by tipping the box diagonally so it is resting on one edge.

B



Use your thigh muscles when lifting. Hold the box close to your body.

3



The edges and corners of the box provide a good gripping point.

When using a sack trolley

Heavy or unhandy loads should be put on wheels before moving them. Here you will find good advice on how to best move heavy and difficult loads using a sack trolley.

Remember!

- ▶ Avoid carrying heavy loads.
- ▶ Tip, push and pull the box into place.
- ▶ Get a good hold with both hands.
- ▶ Ensure a good balance and make sure the weight is on the trolley wheels.
- ▶ Use a sack trolley in cramped spaces and on uneven surfaces.
- ▶ Sack trolleys are not suitable for boxes that are heavy at the top.

Technical aids

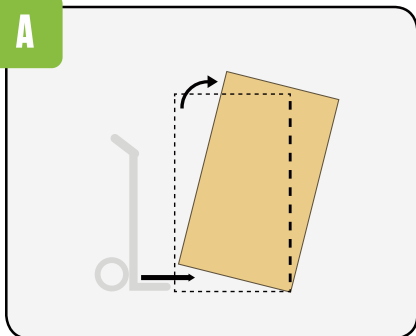


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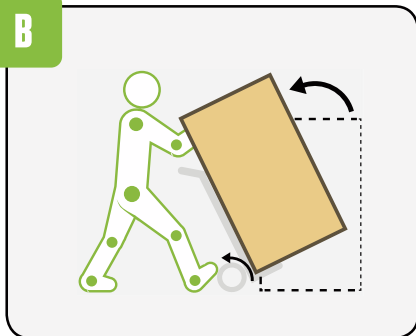
Tip the box slightly forward and push the platform of the sack trolley under it.

1



Tip the box slightly forward and push the platform of the sack trolley under it.

B



Get a good hold with both hands at the top of the box and tip the box towards yourself.

2



Block the sack trolley with one foot to prevent it from moving backwards.

3



Tip down the box until it is balanced and the weight is resting on the trolley wheels.

When moving tall loads

When moving tall heavy loads it is important to use correct lifting techniques. Here you will find good advice on how to best handle tall heavy loads.

Remember!

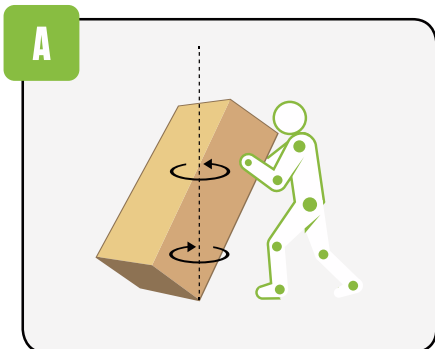
- ▶ Avoid lifting heavy and unhandy loads.
- ▶ Get a good hold.
- ▶ Tip, edge and twist the load into place.
- ▶ Use slight movements when tipping, edging and twisting.
- ▶ Moving loads is easier on a flat and even surface.

Technical aids



An electronic catalogue of technical aids.

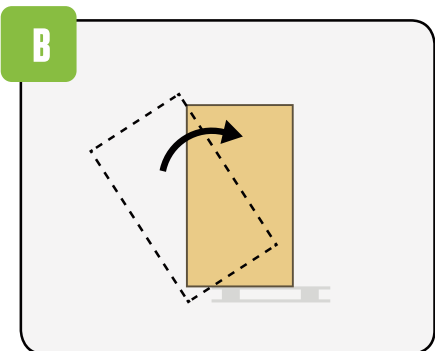
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Tip, edge and twist the load in slight movements.



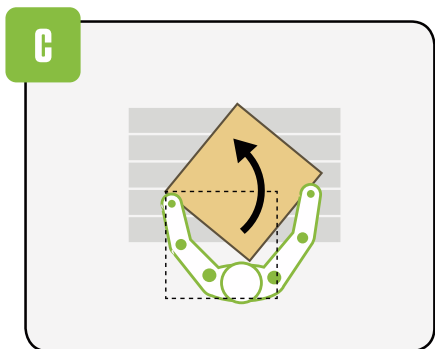
Tip, edge and twist the load upwards until one corner is supported by the pallet.



Tip the load onto the edge of the pallet.



Let your feet follow the movements of the load to avoid twisting your back.



Twist the load onto the pallet.



Tip, edge and twist the load into place.

When lifting heavy boxes from floor level

Big boxes may be heavy or difficult to move around. And the use of technical aids such as a pallet truck may be required. Here you will find good advice on how to best move heavy boxes from the floor onto a pallet.

Remember!

- ▶ Avoid lifting and carrying heavy loads.
- ▶ Tip, edge and twist the box into place.
- ▶ Use the surface as support – it saves your strength.
- ▶ Push or pull – rather than lift.

Technical aids

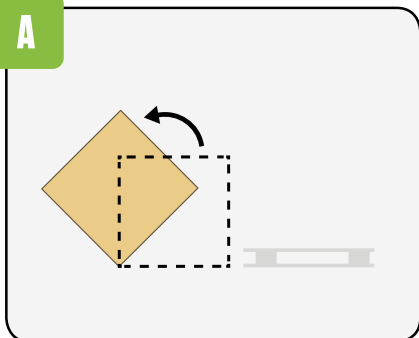


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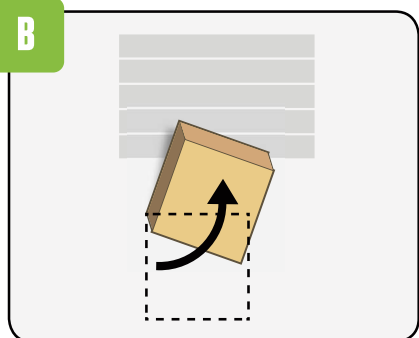
Tip and edge the box.

1



Get a good hold.

B



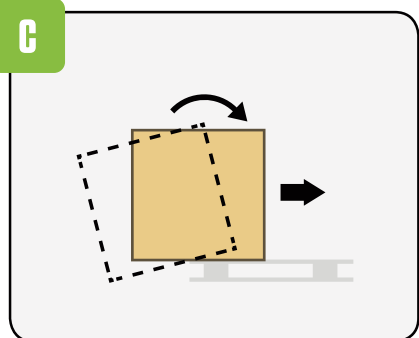
Twist the box in over the edge of the pallet.

2



Make sure you have plenty of space. If you need to twist the box to the left – put your right foot in front.

C



Tip the box onto the pallet – push and pull into place.

3



Tip the box onto the edge and twist it in over the pallet – and let the box rest on it.

When lifting heavy and difficult loads

Some situations require two persons to handle a box because the box is unhandy, heavy or placed high up. Here you will find good advice on how to best carry out lifts together with a colleague.

Remember!

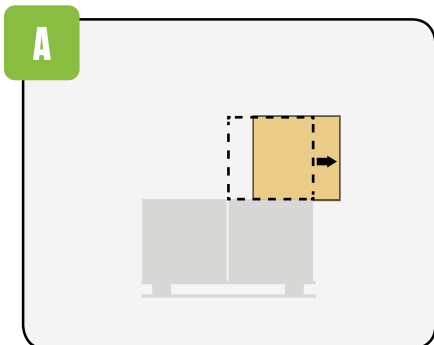
- ▶ Assess weight and stability.
- ▶ Ensure plenty of space, work close to the load and get a good hold.
- ▶ Agree who is in charge of the lift.
- ▶ Bend your knee and hip joints when lifting.
- ▶ Same height and strength is better.
- ▶ Use technical aids when lifting several or heavy loads.
- ▶ Two-person lifting can only be a temporary solution.

Technical aids

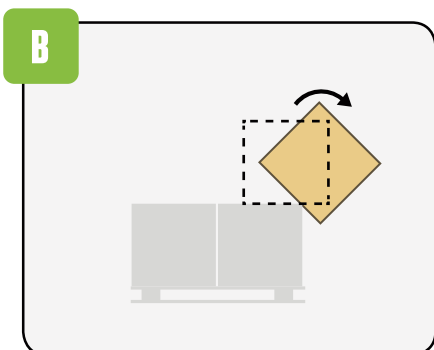


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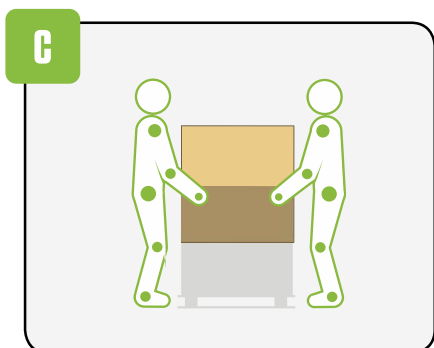
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A
Pull out the box to the edge of the surface.



B
Tip the box diagonally to get a better balance and gripping height.



C
Stand on each side with your legs slightly apart, slightly bent knees – and a straight back.



1
By two-person lifting, agree who is in charge and preferably be of same height and strength.



B
Put down the box by bending your knee and hip joints. Align the box afterwards.



3
Push the box into place by placing your weight on the leg in front.

When using a pallet truck

Moving loaded pallets requires the use of technical aids. Here you will find good advice on how to best move pallets using a pallet truck.

Remember!

- ▶ Use both hands to pull – keep your back straight and arms stretched.
- ▶ Use your body weight and thigh muscles to get the pallet rolling.
- ▶ Roll at a steady pace and avoid frequent braking.
- ▶ Pushing and pulling at a steady pace is better.
- ▶ Stop and push by keeping the handle upright and close to your body. Put one foot in front of the other while using your body to push back.
- ▶ If the pallet feels heavy, use motorised equipment to transport it.

Technical aids

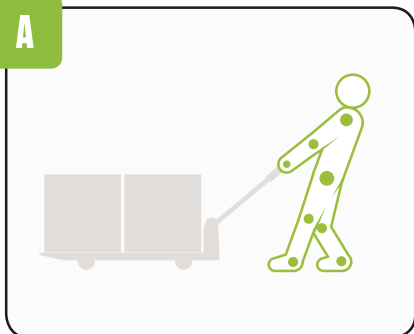


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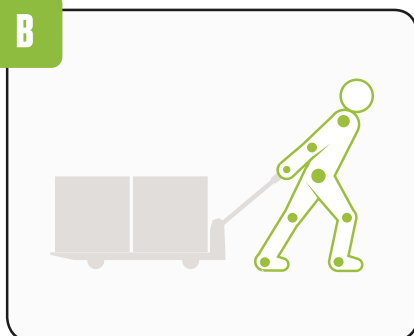
Pull to get the pallet rolling, keep your back straight and your arms stretched.

1



Stand with slightly bent knees – put one foot slightly in front of the other.

B



When the pallet truck is in motion, turn around and pull it behind you.

2



Keep your arms stretched, lean backwards and push back with your legs.

C



Stop by pushing the handle in upright position and use your body to push back – or lower the pallet.

3



Stop by turning around and putting one foot in front of the other. Put the handle upright and push back.

When moving long and heavy loads

Sometimes you must use not only your experience but also various aids to carry out a transport task. As an example, safe handling of long and heavy loads can be difficult in cramped spaces. Here you will find good advice on how to best use a pallet truck and dolly.

Remember!

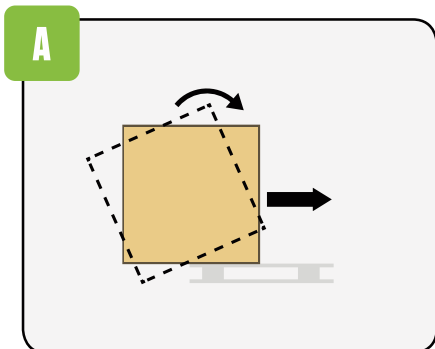
- ▶ Use technical aids for lifting long and heavy loads.
- ▶ Agree in advance who is in charge of the lift.
- ▶ Use pallet truck and dolly on a stable and even surface.
- ▶ Avoid lifting – tip, edge, pull and push the load into place.
- ▶ Use your experience to think of a safe and appropriate solution.

Technical aids



An electronic catalogue of technical aids.

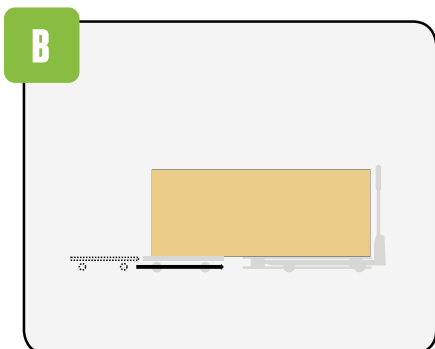
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Let the freezer rest on the pallet. Tip it onto the pallet and push and pull it into place.



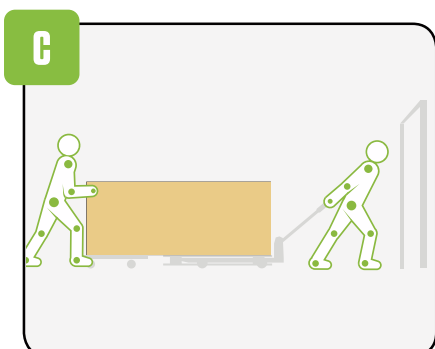
1 Tip the freezer onto one edge.



Place a dolly under the part of the freezer that is not resting on the pallet.



2 Place a pallet under the freezer.



One employee pulls the pallet truck while another pushes, supports and guides the load.



3 Always agree who is in charge of lifting, pulling and pushing.

When lifting long flat boxes

Long flat boxes should be handled by two persons. Here you will find good advice on how to best lift long flat boxes together with a colleague.

Remember!

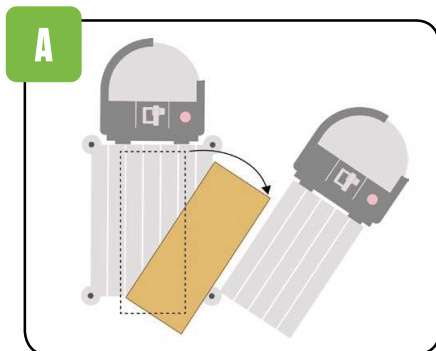
- ▶ Always agree in advance who is in charge of the lift.
- ▶ Slightly bend your knee and hip joints – and use your leg muscles.
- ▶ Twist the ends of the box clear of the surface to make room for the lift.
- ▶ Push or pull the box into place.
- ▶ Get a proper working height by means of technical aids.

Technical aids

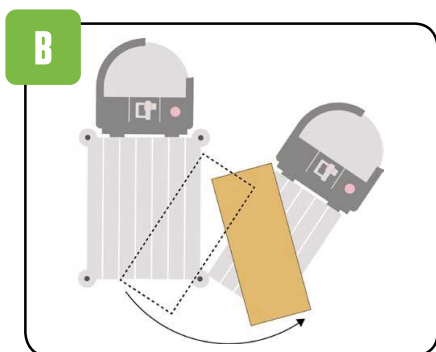


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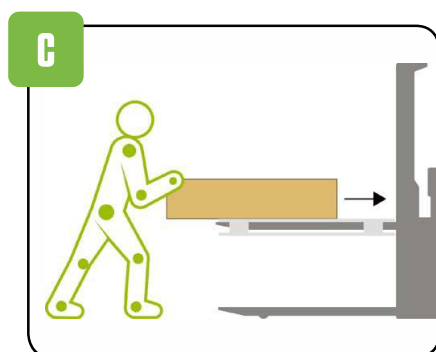
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Twist the box clear of the surface to allow both of you to get a good hold.



Make room for the lift by placing the box across the pallet.



Push the box into place.



1 Park the two pallets to ensure plenty of space and a short lifting distance.



2 Get a good hold around the ends of the box at a good lifting height – about hip height.



3 Keep your back straight and use your leg muscles for lifting.

When moving roller cages

Roller cages are often used for internal transport of goods and for transport between businesses. Here you will find good advice on how to best pull and push roller cages.

Remember!

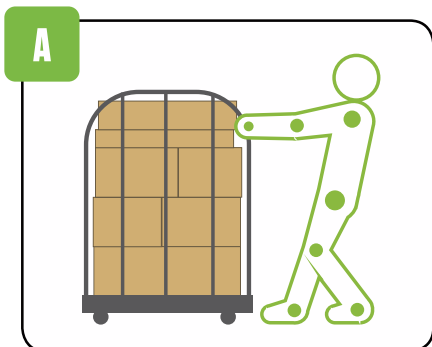
- ▶ Get a good hold with both hands – at approx. chest height.
- ▶ Pushing puts less strain on your body than pulling.
- ▶ Avoid twisting your back by keeping your nose and shoe toes in the same direction.
- ▶ Push on the side when changing travel direction.
- ▶ Use your body weight and leg muscles when pulling and pushing.
- ▶ Work at a steady motion and avoid jerks, especially by starting and stopping.

Technical aids



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Keep your arms stretched and lean backwards when pulling the cage.



Brake the cage by putting one foot in front of the other and use your body to push back.



Stand with one foot in front of the other and slightly bent knees when pushing the cage.



Push on the side of the roller cage to change direction.



Keep your distance to avoid finger injury.

When stacking extra layers on high pallets

Sometimes you have to stack at a height that requires the use of technical aids. Here you will find good advice on how to best stack an extra layer on top of high pallets.

Remember!

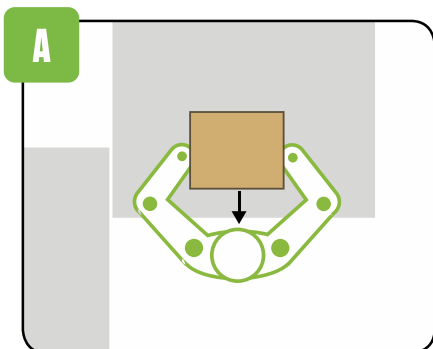
- ▶ Avoid lifting heavy loads above shoulder height.
- ▶ Use suitable technical aids.
- ▶ Working high up must be done on a steady platform.
- ▶ Grip the short ends of the box and handle it close to and straight in front of your body.
- ▶ Push and pull rather than lift.
- ▶ Avoid twisting your back. Move your feet so that your nose and shoe toes point in the same direction.

Technical aids

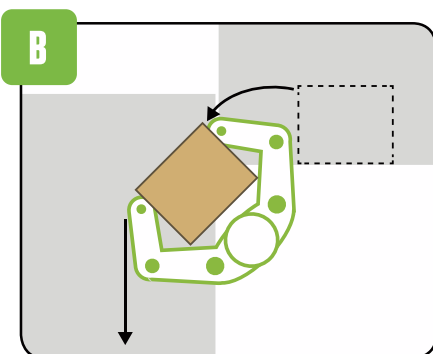


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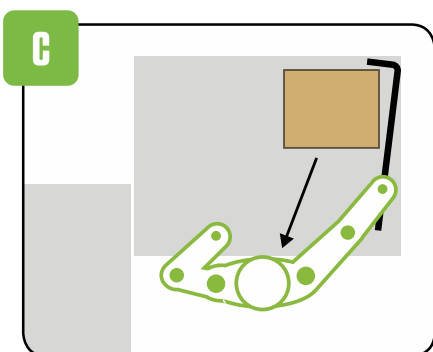
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Pull the box close to and straight in front of your body.



Avoid twisting your back by moving your nose and shoe toes together.



Use a reach tool if the box is out of reach.



Use technical aids to get a proper working height.



Pull and push the box around the lower layer to avoid lifting.



Use a reach tool to pull the boxes far back closer to you.

When loading large heavy boxes high up

Stacking large heavy boxes high up requires the use of technical aids – in this case a fork stacker. Here you will find good advice on how to load a large heavy box on top of a high pallet.

Remember!

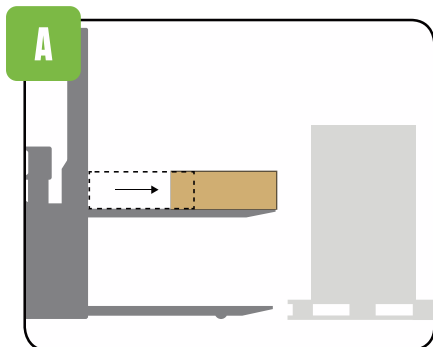
- ▶ Use suitable technical aids.
- ▶ Always agree in advance who is in charge.
- ▶ Let the box rest on the surface.
- ▶ Pull and push the box into place.
- ▶ Use your leg muscles and shift the weight from the foot behind to the foot in front.
- ▶ Work at an even and steady pace.

Technical aids

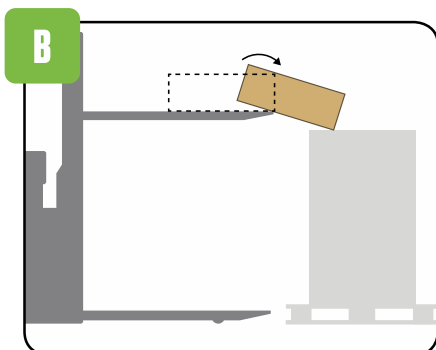


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Pull and push the box towards the end of the forks.



Push at the back of the box and let it slide on the surface.



Stand close to the box with slightly bent knees and hips.



Keep your back straight and shift your weight from the foot behind to the foot in front.



When pushing, stand sideways with slightly bent knees and one foot slightly in front of the other.



Remember –
professionals make
sure to protect
their back!

