

**ANNEXURE N**  
**MANUAL HANDLING TECHNIQUES**

# Manual Handling Techniques



## 1. What is Manual Handling?

Any time we use our body to move an object. Lifting, pushing, pulling or sliding.

## 2. What is the risk?

Manual Handling is a Hazard which can cause soft tissue damage, spinal injury, sprains, slips and falls. It is important to follow the below steps to reduce the risk of injury or damage while conducting Manual Handling.

## 3. What will I be moving?

As part of the Cat Trapping procedure you will be required to:

- Prepare the trap
- Place the Cat Trap into your vehicle
- Remove the trap and then carry it to the site where you will set it.
- You will then collect the trap with a cat inside and carry it to your vehicle.
- Once you are at the Vet Clinic you will need to remove the trap and carry into the clinic
- The above process will be carried out again while you return the cat in its trap to the original trapping site.
- Clean the trap

## 4. Site Safety Assessment

Upon arrival at the site, conduct a Site Safety Assessment before any Manual Handling procedure. Get out of the vehicle. Look around the area for any potential Hazards. The site is **not suitable** if you see

- Steep or sloping ground or terrain which you will have to walk on
- Wet or muddy ground ( that your shoes will not tread well on)
- Thick bush or shrubs which you will need to push out of the way to get through
- Unknown persons at the site
- Dogs walking with owners
- Dogs running loose and uncontrolled

## 5. Manual handling techniques for Buddy Trap Lifting

Placing the trapped cat in the vehicle and removing the trap containing a cat from the vehicle requires a **Buddy Lift**

Prior to travelling to the site,

- Ensure that you have equipped the vehicle with the water proof plastic drop sheet and plastic boot liner tray.
- Ensure that you are wearing the footwear and clothing

Park the vehicle on a flat site with good visibility.

The recommended steps for Buddy Trap lifting:

### 5.1. Plan the lift with your buddy

Where are we going to take the trap? Which side will you carry?

### 5.2. Start in a good posture

- At the start of the lift decide who will be at the front of the trap and who will be at the back.
- One person should stand on each side of the trap
- Your feet should be apart with one leg slightly forward to maintain balance.
- Try and bend your hips and knees alongside the Cat Trap
- Do not flex your back, keep your back straight
- Lower one knee to the ground and then grasp the trap handle firmly
- When your buddy is also in the same correct position signal that you are ready to lift and slowly get up with your legs
- Do not bend your back (your back should not take any of the force)
- Adjust your position by moving your feet

### 5.3. Keep the load as close to your body as possible

While you are moving the front buddy should talk to the back buddy, communicating any upcoming obstacles “Here comes a bush, I will lead us around to the left of the bush.”

Keep the load as close to your body as possible. The further away the load is to the body the heavier it becomes. Make sure the heaviest side of the load is closest to the body while moving

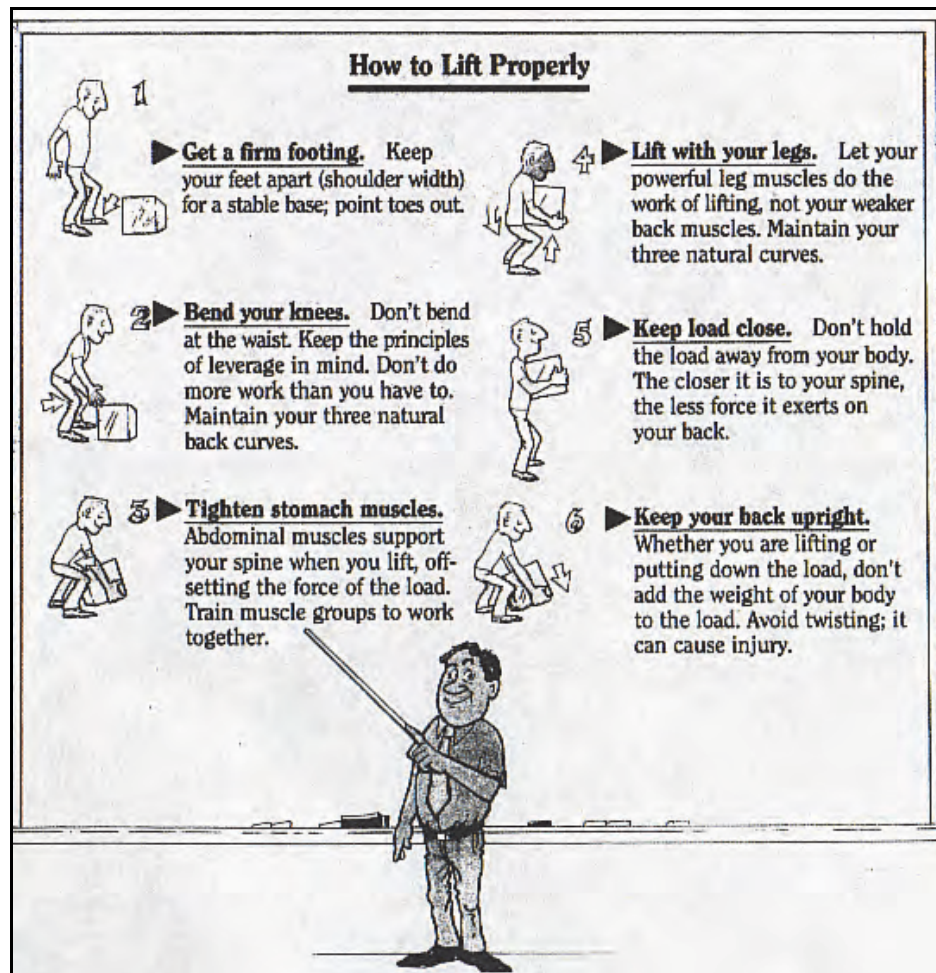
#### 5.4. Be prepared to stop at any time.

Communicate to each other if you need to stop. Slowly lower the trap to the ground by stepping forward with one foot and bending the knees. Do not use your back as a crane to lower. Reassess the lift before starting again.

#### 5.5. Placing into or removing from the vehicle

- Place the trap into the vehicle by lifting with your arms
- Remove the trap from vehicle by lifting with your arms and lowering slowly to waist height.

### 6. How to lift properly



## 7. Poor manual handling techniques

### 7.1. Poor posture



### 7.2. Unsafe buddy manual handling



### 7.3. Incorrect loading of empty trap into vehicle



### 7.4. Incorrect loading of cat in trap into vehicle





### 7.5. Incorrect buddy lifting



### 7.6. Incorrect placement of trap



## 8. Avoid these mistakes to prevent injury

- Always conduct a Buddy Lift when there is a cat in the trap
- Do not twist your back or lean sideways, your shoulders should be level and should face the same direction as your hips
- If you must turn do so by moving your feet
- Walk slowly and carefully, do not run. Avoid stepping over obstacles like logs, streams or holes.
- Avoid pushing or pulling the Cat Trap on the ground or in the vehicle
- Only slide the Cat Trap if both of your feet are on the ground and you are not bending your back