



Main points from the

**HANDLE
WITH CARE**

Guidelines on:

Checking items in

- Adjust the PC to suit you
- **Don't bend from the waist**
- Keep your wrists straight
- **Don't twist your body, move your feet**
- Slide books where possible to eliminate the weight on your wrists
- **Work in a comfortable position and retain a good posture**
- Spread your weight to both feet when standing and take pauses when you move the weight from one foot to the other
- **Move your feet, rather than reach if, something is too far away**
- Avoid a forceful grip
- **Maximum weight in bags is 8 kgs**
- Use a trolley to transport books
- **Carry books close to your body and only carry a comfortable number**
- Wear comfortable footwear
- **Reduce manual handling where possible**