**STEP ONE**
- Position your feet apart to suit your body and what you are about to do. Do not keep your feet together, not even your heels.
- Position your feet like this for a straight lift up or down.
- Position your feet like this when lifting a large object, to allow yourself to get close to it.
- Position your feet like this if your left leg has a pre-existing injury.

**STEP TWO**
- Brace your abdominals.
- Brace your shoulders and trunk.
- Maintain your lumbar curve.
- Incline your trunk forward, hips and knees bent, push bottom backwards so that shoulders are over the centre of gravity of the load.

**STEP THREE**
- Test the weight of the load. Lift one side of the object – if it’s too heavy or awkward, stop and get help.
- Keep the load close to your body with your back, abdominals, shoulders and elbows braced.

**STEP FOUR**
- Keep your head and chest up.
- Straighten up by extending hips and knees.
- Change direction with your feet: avoid twisting while bent or loaded.

**STEP FIVE**
- To lower the load to the floor, reverse the process, making sure you maintain the lumbar curve and bracing.