

Manual handling guidelines for replacing water dispenser bottles

The information given here is for guidance only and should be used when carrying out a specific manual handling risk assessment. The source of this guidance has been provided by the Water Dispenser & Hydration Association. A risk assessment should be carried out for all persons lifting water bottles.

Questions to consider before lifting

Consider where the load is to be moved to and placed and whether handling aids can be used.

Consider if others need to assist.
'Am I capable of lifting up to 19kg?'
If 'yes' go ahead.

If 'No' do not attempt the lift and ask for help.



1

Remove label from the cap

Following removal of the empty bottle from the water cooler wash your hands or wear gloves before removing the peel-off label from the top of the cap.



2

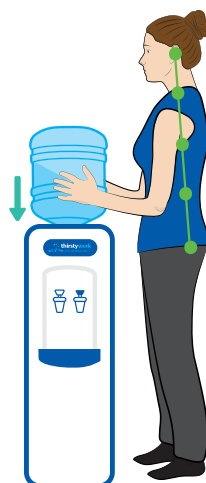
Adopt good posture. Grasp the bottle by the neck and base, or neck and handle if applicable. Keep feet apart giving a balanced and stable base for lifting. Tight clothing and unsuitable footwear will make this difficult.

When picking up the bottle from the floor adopt a good posture and bend the knees. Do not kneel. Keep the back straight. Tucking in the chin helps.



3

Hold with a firm grip. Keep the load close to the body for as long as possible during the lift and at waist height. Lift through the thigh muscles NOT the back. If you need to vary the grip as the lift proceeds, do it as smoothly as possible. Once the bottle is securely held, hold head up and look straight ahead not down at the bottle.



4

Rest bottle then load. When turning with the bottle, do so by shuffling the feet and turning. Do not twist the upper body. When loading the water bottle, rest the bottle on top of the dispenser then adjust to the desired position.

DO NOT LIFT OR HANDLE MORE THAN CAN COMFORTABLY BE MANAGED.

Find out more

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