

Information Bulletin

Edition 1 | May 2021

The WHA

The WHA is an industry association and accreditation body that:

- Promotes water and hydration for employee health, productivity and wellbeing
- Provides an informed choice between bottled or mains-fed dispensers
- Requires strict standards of hygiene, dispenser installation and sanitisation

Customer Factsheet

Manual handling guidelines for water dispenser bottles

The Manual Handling Operations Regulations 1992 (amended 2002) place an obligation to assess all hazardous manual operations in the workplace to reduce the risk of injury and to provide relevant information about the loads to be lifted.

The information given here is for guidance only and should be used when carrying out a specific manual handling risk assessment.

GOOD HANDLING TECHNIQUES

A risk assessment should be carried out for all persons lifting water bottles.

Any person that is required to put bottles on water dispensers should be made aware of and understand the following:

- **Stop, think and plan**

Ask themselves 'am I capable of lifting up to 19kg?' If 'yes' go ahead. If 'No' do not attempt the lift and ask for help

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



- **Remove label**

Remove the peel-off label from the top of the cap. Grasp the bottle by the neck and base, or neck and handle if applicable. 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 back.

- **Position feet**

Keep feet apart giving a balanced and stable base for lifting. Tight clothing and unsuitable footwear will make this difficult.

- **Adopt good posture**

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.



- **Firm grip**

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.

- **Turning with the bottle**

When turning with the bottle, do so by shuffling the feet and turning. Do not twist the upper body.

- **Rest bottle then load**

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.

Contact Us

The Water-Dispenser &
Hydration Association

Address:

17 The Byway

Potters Bar

Herts

EN6 2LN

United Kingdom

Phone

+44 (0)1707 656 382

Email

info@twha.co.uk

Website

www.twha.co.uk



For more information on manual handling visit:

www.hse.gov.uk

The WHA treats safety as its highest priority and is the body that oversees its Members to ensure continued and sustainable standards.

Using a WHA Member gives peace of mind; just as you would only use approved suppliers to fit electrical and gas appliances, you need to ensure that your water dispenser provider is a professional too – and you can do this by using a WHA Member.

WHA Members must follow the highest standards in safety and hygiene. They are audited annually to standards that are regularly reviewed.

By dealing with a WHA Member you know you are getting the best. Visit www.twha.co.uk/find-a-member

For more information visit www.twha.co.uk
