

How to avoid workplace injuries.

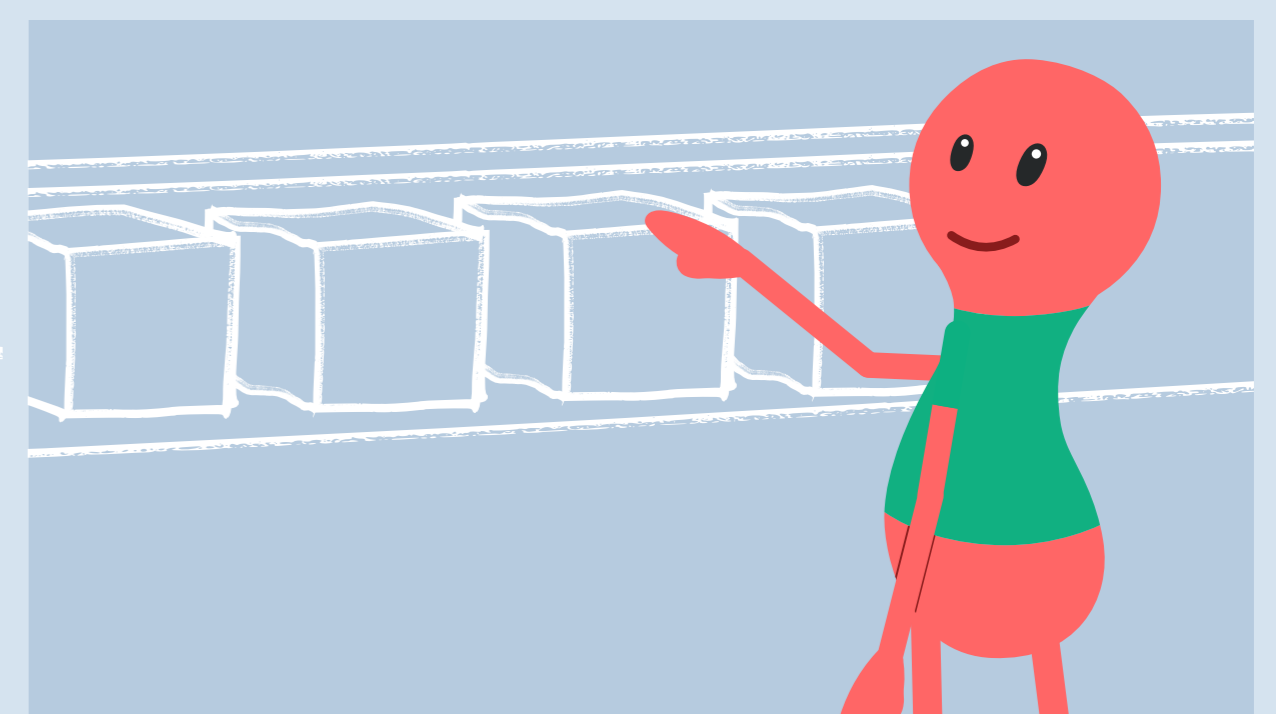
When lifting heavy boxes and storage items...



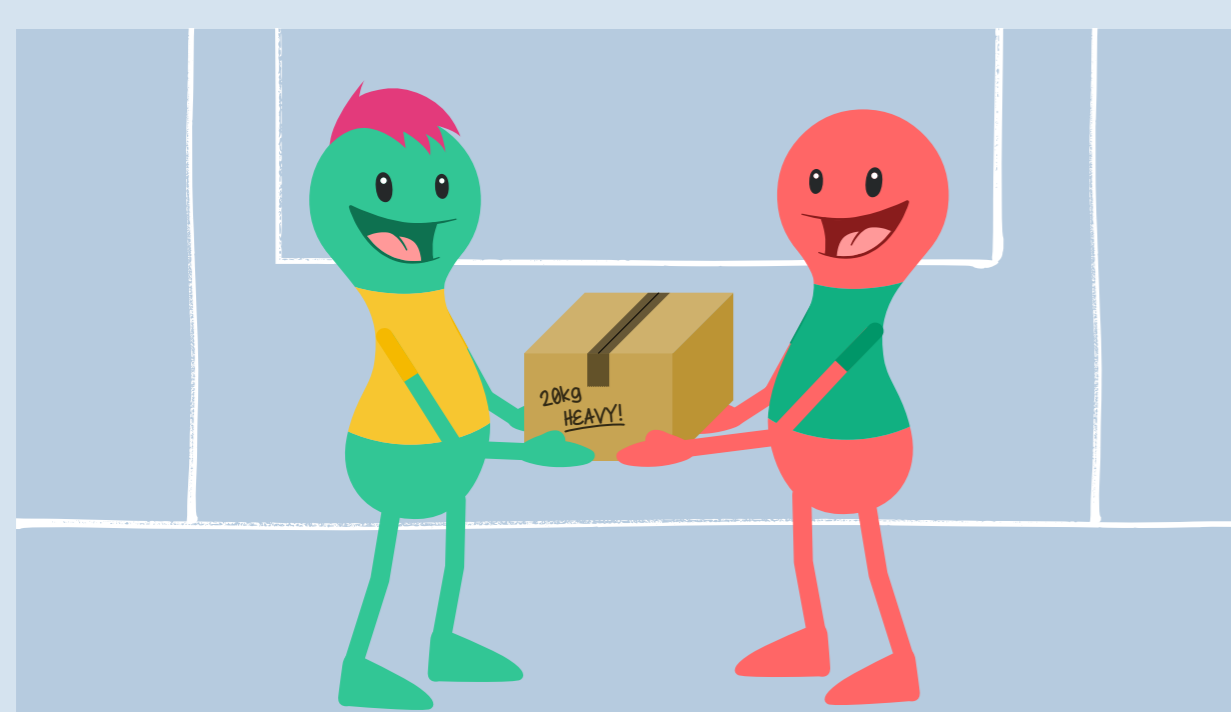
Use a ladder, not a chair.



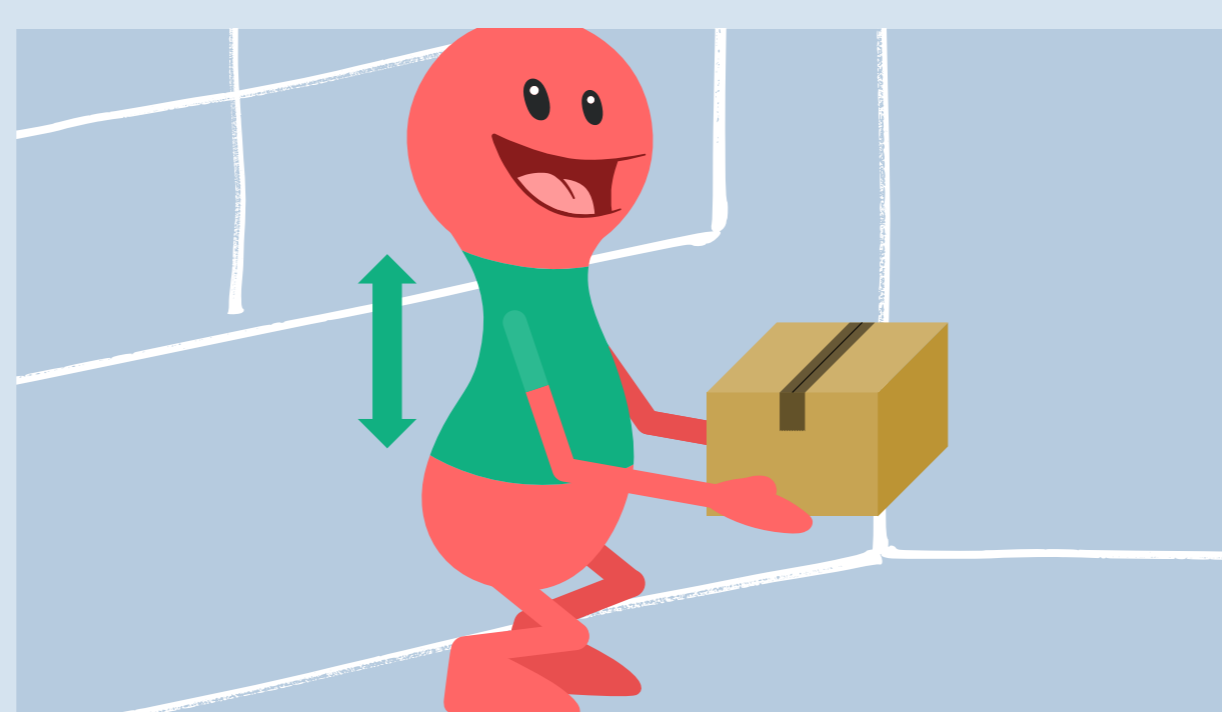
Label boxes with the weight if known, otherwise with the contents.



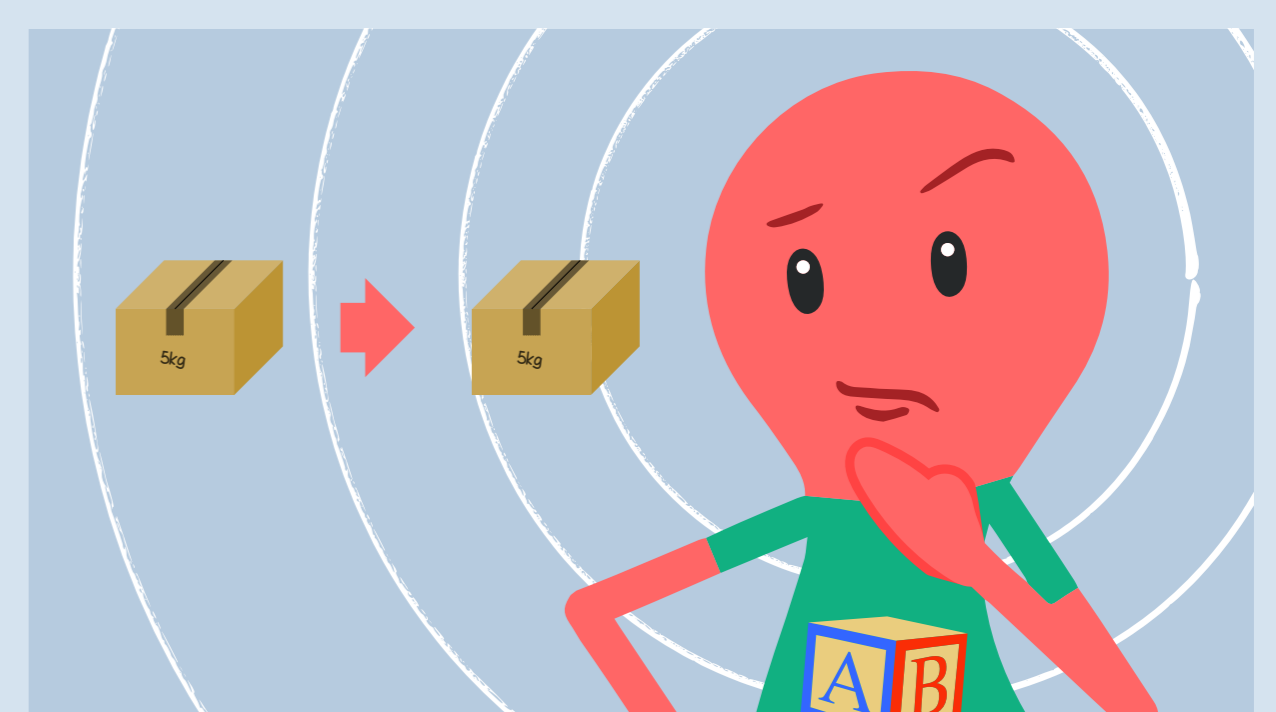
Store heavy boxes on lower shelves.



Share the load with a colleague.



Use correct lifting technique by bending your knees, not your back.



Before you begin to lift anything, decide what you're going to lift and where you're going to move it to.

To lodge a claim with Guild Insurance, go to [guildinsurance.com.au/claims](https://www.guildinsurance.com.au/claims)
If you are unsure if an incident needs to be lodged as a claim, speak to your Guild account manager.
For any other information or advice, contact Guild on **1800 810 213** or visit [guildinsurance.com.au](https://www.guildinsurance.com.au)

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