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| **MANUAL MOVEMENT OF PORTABLE TOILET UNITS** | | | |
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| 1. | Never attempt to lift a toilet unit. | | |
| 2. | The **Primary Method** of manual movement should always be the first option. | | |
|  | 2.1  2.2  2.3 | | **Primary Method**.  It is recommended that all types of portable toilet units should be pushed by placing your back squarely against the toilet unit with your hands to either side ensuring that the toilet unit is stable, and pushing evenly using your legs.  However, due to varying circumstances it is not always suitable to push the toilet unit as (2.1) above, other methods are as follows:  Facing the toilet unit, push on the corners, ‘walking it’ into position, this method increases the amount of twisting to the operator’s back and torso and, therefore, should not be the primary method used.  OR  Facing the toilet unit and ‘walking it’ by pulling towards you, this method does increase the amount of twisting to the operator’s back and torso and, therefore, should not be the primary method in used. |
| 3. | If the toilet unit is too heavy (this is subjective and dependent on ground conditions and volume held in the tank) to move on your own, there are three choices: | | |
|  | 3.1  3.2  3.3 | | Check for mechanical alternative.  Ask for physical help from other staff or the customer.  Call your company and ask if the toilet unit can be emptied to reduce its weight. |

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| **SPECIAL CIRCUMSTANCES** |
| Urinals, Welfare Units and Disabled toilet units require special treatment. |
| **Urinal Units** |
| In general these units require the aid of a pallet truck and, on collection, may need to be emptied as they can hold up to 450 kg. If the urinal is only part full you will be required to make a decision as to whether it is manageable. If not, then use options shown in 3 above. |
| **Welfare Units** |
| These units cannot be filled before delivery. Therefore 30 litre containers of water should be taken to fill the unit on site. On collection the unit should be drained by removing the drain plug. |
| **Disabled Units** |
| These units tend to be difficult to move due to their physical size rather than their weight. If the unit cannot be moved using the recommended procedure, use options shown in 3 above. |

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|  | *Please use instructions for manual movement of toilet units in conjunction with the PSE National Sanitation Qualification Training Scheme.* |  |

Disclaimer:

This document is for guidance only and should be adapted in accordance with your Company procedures.

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