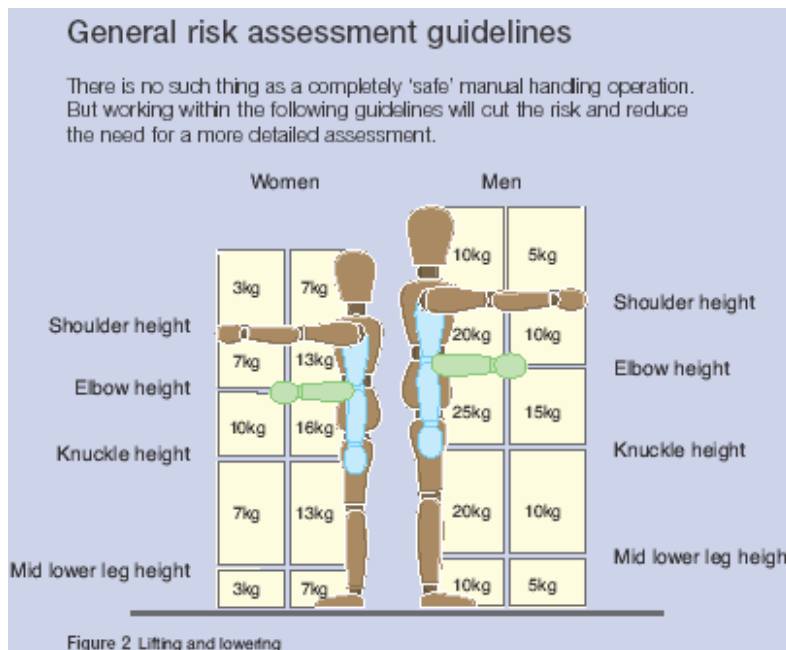


Duties of the Ballot Box Receptionist

Ballot Box Receptionist do not have the responsibilities of the Ballot Box Issue Officer, but they must know all the procedures for the receipt and handling of the ballot boxes.

The Ballot Box Receptionist main duties are to:

- ❑ have read and understood the statement of secrecy;
- ❑ must attend training/briefing session as and when required;
- ❑ assist with the retrieval of the ballot boxes and bags from the presiding officers;
- ❑ deliver the ballot box(es) to the correct tables, these can weigh anything upto 9.5kg;






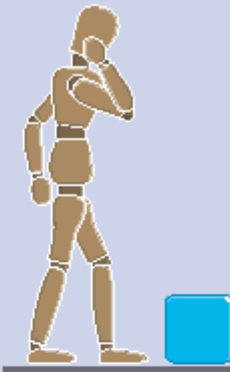
- ❑ assist the election officers retrieve vital paper work from the bags (further instruction will be given);
- ❑ assist the count supervisors at the count table (if directed to do so);
- ❑ be polite and professional in dealing with voters, candidates and agents;
- ❑ act impartially at all times;
- ❑ maintain the secrecy of the ballot at all times;
- ❑ assist the elections officers with clearing away at the end of the count; and
- ❑ ensure that that the hours worked have been recorded and authorised by the ballot box issue officer.

You will start work late in the evening and potentially into the early hours of the morning, you must take appropriate breaks throughout the session to avoid extreme tiredness.

Good handling technique for lifting

Here are some practical tips, suitable for use in training people in safe manual handling. In the following section a basic lifting operation is taken as an example.

- **Think before lifting/handling.** Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.
- **Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- **Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.
- **Get a good hold.** Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.
- **Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).



A copy of the HSE “Getting to grips with MANUAL HANDLING A short Guide” is available on request from the Electoral & Registration Services Department.