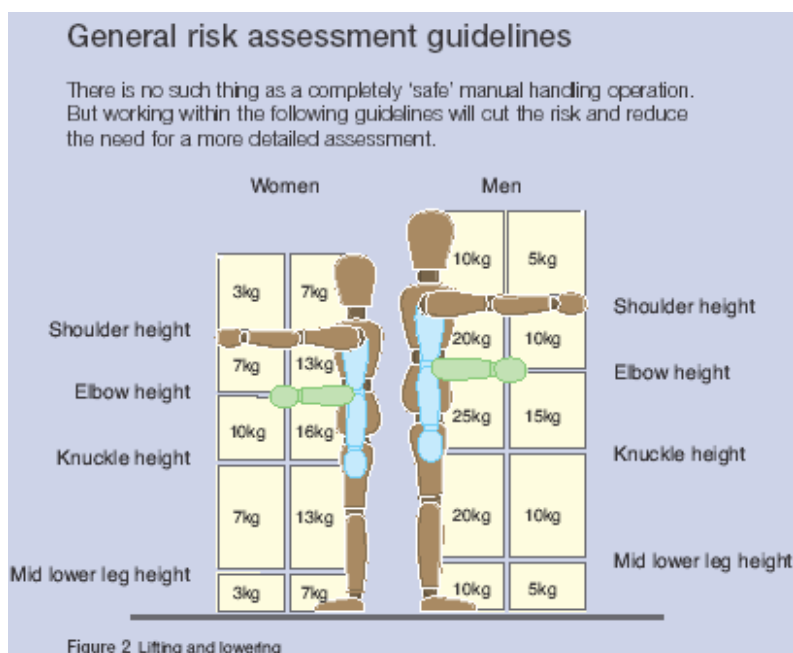


## Duties of the Poll Clerk

Poll Clerks do not have the responsibilities of the Presiding Officer, but they must know all the procedures for voting and how to deal with problems.

The Poll Clerks main duties are to:

- ❑ have read and understood the statement of secrecy;
- ❑ must attend training/briefing session as and when required;
- ❑ assist with the layout of the polling station and prepare for the opening of poll;
- ❑ assist the presiding officer put up the polling booth(s), these weigh 21.66kg;



- ❑ be polite and professional in dealing with voters, candidates and agents;
- ❑ act impartially at all times;
- ❑ check the electors are eligible to vote in this election and at this polling station;
- ❑ check and mark electors' electoral numbers in the register of electors;
- ❑ issue ballot papers to voters;
- ❑ ensure that voters cast their votes in secret;
- ❑ maintain the secrecy of the ballot at all times;
- ❑ answer voters' questions, where appropriate, in a friendly and professional way; and






- ❑ help with any other polling station duties on the instruction of the Presiding Officer.

You will be working a 15.5 hour day, you must take appropriate breaks throughout the day to avoid 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.