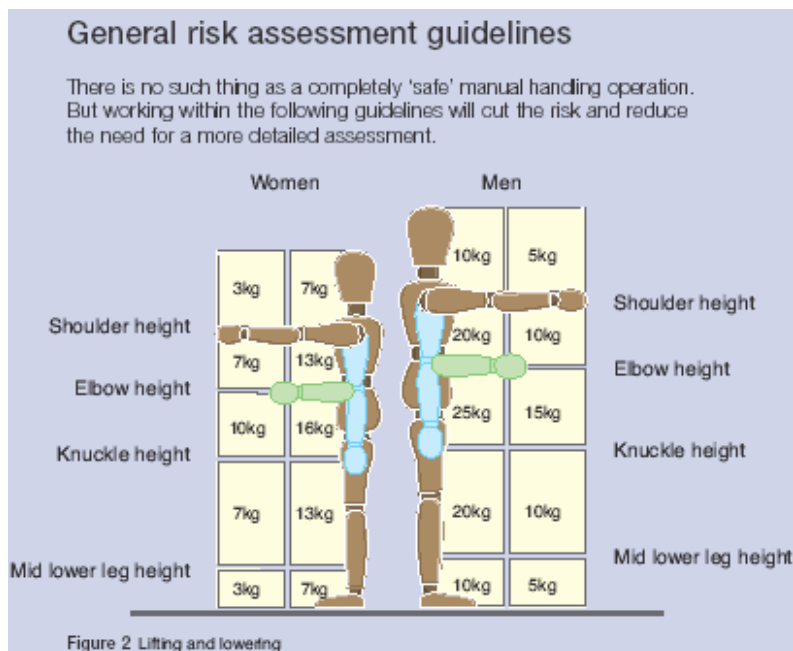


Duties of the Presiding Officer

Presiding Officers are responsible for the conduct of the ballot in the polling stations and they must have a good knowledge of voting procedures.

The Presiding Officers main duties are to:

- ❑ have read and understood the statement of secrecy;
- ❑ attend training/briefing session as and when required;
- ❑ organise the layout of the polling station and liaise with the key-holder of the building;
- ❑ put up the polling booth(s) – these weigh 21.66kg



- ❑ instruct and supervise the work of poll clerk(s);
- ❑ open and close the polling station on time;
- ❑ be polite and professional in dealing with voters, candidates and agents;
- ❑ act impartially at all times;
- ❑ account and be responsible for all the ballot papers, paperwork and ballot boxes;
- ❑ ensure the proper procedure for voting is followed;
- ❑ deal with special voting procedures;
- ❑ issue ballot papers to eligible voters;


- ❑ record the elector numbers on the corresponding numbers list (this replaced the ballot paper stub in 2007);
- ❑ receive postal votes delivered by hand (in its appropriate envelope);
- ❑ deal with candidates, agents and tellers and ensure they do not interfere with the voting process;
- ❑ ensure that all signs and notices are clear, visible and remain in place;
- ❑ keep the polling station neat and tidy; and
- ❑ deliver the ballot box and all official paperwork to the count (hand over to the ballot box receptionists), the ballot boxes can weigh anything upto 9.5kg.

You will be working a 16 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.