A guide to changing the water cooler bottle

Step 1. Only change the bottle if you are fit to do so.
Step 2. Do not carry the bottle - roll it.
Step 3. Take the old bottle off. Stand close to the dispenser, pull up and disengage the bottle.
Step 4. Peel off the sticker off the new bottle [1]
Step 5. Stand close to the new bottle with your feet on either side.
Step 6. Take hold of the handle, tip it forward and then on end [2]
Step 7. Do not stoop. Lift it up using your legs, not your back.
Step 8. Guide the bottle into the dispenser [3]