



# Safe Lifting and Carrying Techniques

## Employee Acknowledgement

By signing below I am acknowledging that I do not have any restrictions that would prevent me from lifting heavy objects (up to 50 lbs). I have read, understand, and agree to always use safe lifting and carrying techniques described below. I further agree never to lift anything that is too heavy, to use team lifting when needed, and to abide by company and client policies at all times.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Key Points**

- Bend to lift an object - don't stoop
- Keep your back straight by tucking in your chin
- Lift with the strong leg muscles, not the weaker back muscles

Proper methods of lifting and handling protect against injury. Proper lifting makes work easier. You need to "think" about what you are going to do before bending to pick up an object. Over time, safe lifting technique should become a habit.

Following are the basics steps of safe lifting and handling.

1. Size up the load and check overall conditions. Don't attempt the lift by yourself if the load appears to be too heavy or awkward. Check that there is enough space for movement, and that the footing is good. "Good housekeeping" ensures that you won't trip or stumble over an obstacle.
2. Make certain that your balance is good. Feet should be shoulder width apart, with one foot *beside* and the other foot *behind* the object that is to be lifted.
3. Bend (he knees; don't stoop. Keep the back straight, but not vertical. (There is a difference. Tucking in the chin straightens the back.)
4. Grip the load with the palms of your hands and your fingers. The palm grip is much more secure. Tuck in the chin again to make certain your back is straight before starting to lift.
5. Use your body weight to start the load moving, then lift by pushing up with the legs. This makes full use of the strongest set of muscles.
6. Keep the arms and elbows close to the body while lifting.
7. Carry the load close to the body. Don't twist your body while carrying the load. To change direction, shift your foot position and turn your whole body.
8. Watch where you are going!
9. To lower the object, bend the knees. Don't stoop. To deposit the load on a bench or shelf, place it on the edge and push it into position. Make sure your hands and feet are clear when placing the load.

Make it a habit to follow the above steps when lifting anything-even a relatively light object.

## Team lifting must be coordinated

- If the weight, shape, or size of an object makes the job too much for one person, ask for help.
- Ideally, workers should be of approximately the same size for team lifting.
- One individual needs to be responsible for control of the action to ensure proper coordination. If one worker lifts too soon, shifts the load, or lowers it improperly, either they or the person working with them may be injured.
- Walk out of step


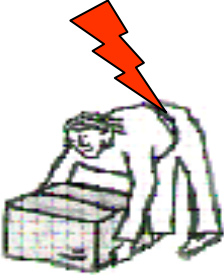


## Lifting heavy objects

- Safe lifting of heavy items requires training and practice. For example, we've probably all seen a small person move heavy feed sacks with apparent ease.
- The secret lies in taking the proper stance and grip.
- When equipment is available, it should be used to lift and carry heavy objects.
- Loaders, forklifts, hoists, etc. are made for this purpose.

## Do's" and "Don'ts" of Safe Lifting and Carrying

<b>Do</b>	<b>Don't</b>
Tuck in the chin to keep the back as straight as possible while lifting.	Use your back muscles to do lifting.
Lift with the strong leg muscles.	Try to lift an item that is too heavy or awkward.
Ask for help with the heavy, awkward items.	Twist your body while carrying an object.
When possible, use mechanical equipment to move heavy items.	Attempt team lifting without proper coordination.

# Safe Manual Lifting and Carrying Overview

Steps	Techniques
<p>Planning</p> 	<ul style="list-style-type: none"> <li>• Size up the load and check overall conditions</li> <li>• Check route for clearances and obstacles</li> <li>• Use a handcart or dolly, etc. when possible</li> <li>• Break down large and heavy loads</li> <li>• Know your limits</li> <li>• Seek help if necessary</li> <li>• Take extra care with awkward tasks</li> </ul>
<p>Lifting</p> 	<p>Remember to use the “5” L’s of Back Safety</p> <ul style="list-style-type: none"> <li>• Load</li> <li>• Lungs</li> <li>• Lever</li> <li>• Legs</li> <li>• Lordosis – keep your back straight</li> </ul>
<p>Carrying</p> 	<ul style="list-style-type: none"> <li>• Hold the load close to your body</li> <li>• Look where you are walking</li> <li>• Take extra care carrying up and down stairs</li> <li>• Don’t twist your body, move your feet to turn</li> </ul>
<p>Lowering</p> 	<ul style="list-style-type: none"> <li>• Bend your knees to lower the load</li> <li>• Don’t trap your fingers and toes</li> <li>• Pull it down first, then slide it into place</li> <li>• Don’t over-reach or stretch</li> </ul>