



**LEADERS HOLDING CO.<sup>TM</sup>**

Est. 1971

## Safety

**Please continuously look for and address all safety concerns in your location.**

✓ **Heavy objects leaned against unstable items or surfaces**

- Move away from a traffic way preferably in the back room and lean against the wall

✓ **Sharp Objects**

- Chipped or Cracked Glass
  - Send back on the next shuttle, put orange tape around the hazardous area
- Chipped or Cracked Stone
  - Send back on the next shuttle, put orange tape around the hazardous area
- Glass shelves in an area where they can be bumped
  - Change the display to remove the hazard

✓ **Clear Walkways**

- Remove debris
- Remove low lying objects that can be trip hazards
- Remove Extension cords

✓ **Use proper lifting technique**

Size up the load. Test it to see if you can lift it safely. Can you grasp it securely? Good handholds (cut-outs, handles) will make the load easier to lift. Make sure the load is balanced in your hands.



1. Get as close to the load as possible before lifting it. If possible, slide the load towards you before picking it up.
2. Make sure your footing is secure. Do not lift objects that obscure vision and footing. Do not twist while lifting! Move your feet so that they point in the direction of the lift as you turn.
3. Lift smoothly, but not slowly. Do not jerk the load.
4. Organize the work so as to avoid lifting from the floor or above shoulder level. Items to be handled should be between knee and shoulder height.
5. Keep the load as close to your body as possible. If the load is large and cannot be placed between your knees as they are bent, bend at the hips and waist with your knees relaxed. It is more important to keep the load close than it is to bend your knees. One solution to lifting a larger load is to get another person to help you. A better solution is to use mechanical assistance (hand trucks, carts) to avoid lifting altogether. **GET HELP WITH LARGE LOADS**
6. If you have a lot of lifting to do during the day, try not to do it all at once. Alternate lifting tasks with lighter work to give your body a chance to recover. Remember, mechanical assistance is just as important for repetitive lifting as it is for heavy lifting.
7. Use the same principles when lowering or placing the load after lifting. Place carefully.