## Manual Lifting

1. **Purpose**

This procedure is to establish safe guidelines for employees and contractors to prevent injury while handling materials.

1. **Responsibility**

The Supervisor Shall:

* Periodically evaluate work areas and employees' work techniques to assess the potential for and prevention of injuries. New operations should be evaluated to engineer out hazards before work processes are implemented.
* Enforce the use of provided manual lifting equipment by employees.

1. **Inspection and Preparation**

Before manual lifting is performed, a hazard assessment must be completed. The assessment must consider size, bulk, and weight of the object(s), if mechanical lifting equipment is required, if two-man lift is required, whether vision is obscured while carrying and the walking surface and path where the object is to be carried.

* Study the object to be lifted and moved.
* Check for jagged or sharp edges, slippery surfaces and weak or damaged containers.
* Read all labels for special handling procedures.
* Estimate the weight of the object by “hefting” it slightly and determine if it is appropriate for one person to lift the object.
* Inspect the route to be used for transporting and clear the path of any obstructions and tripping hazards.

1. **Technique**

When moving materials manually, workers should attach handles or holders to loads. In addition, workers should wear appropriate personal protective equipment and use proper lifting techniques.

The following safe lifting techniques should be used when lifting or moving materials, especially heavy and/or bulky objects.

* Feet should be parted, with one foot beside the object to be lifted and one behind.
* Use the sit-down position and keep the back straight, but remember that straight does not mean vertical.
* Tuck in the chin so the neck and head continue the straight back line.
* Extend the fingers and the hand around the object to be lifted using the full palm.
* Draw the load close, with arms and elbows tucked into the sides of the body.
* The body should be positioned so that its weight is centered over the feet.
* If the object is too heavy to be handled by one person, get help. When two or more employees are handling the same object, one employee should be designated to call signals. All the workers on the lift should know who this is and should warn him/her if any one of the crew is about to relax his grip.

Manual lifting equipment such as dollies, hand trucks, lift-assist devices, jacks, carts, hoists shall be provided for employees. Where the use of lifting equipment is impractical or not possible, two man lifts shall be used.

1. **Injuries**

Musculoskeletal injuries caused by improper lifting must be investigated and documented following the Incident Investigation Procedures. Incorporation of investigation findings into work procedures must be accomplished to prevent future injuries. Injuries must be recorded and reported as required by 29 CFR Part 1904.

1. **Training**

Employees shall be trained in safe work practices and safe lifting techniques. Training shall include general principles of ergonomics, recognition of hazards and injuries, procedures for reporting hazardous conditions, and methods and procedures for early reporting of injuries. Additionally, job specific training shall be given on safe lifting and work practices, hazards, and controls.