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***Excellence. Quality. Trust.***

**Safe Work Requirement**

**Manual Handling**

**ECDC-QHSE-PR-04**

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| POLICY It is the policy of the ECDC to provide its employees with a safe and healthful workplace. In order to achieve this goal, all levels of management and supervision are required to ensure that the guidelines of this lifting procedure are followed. PURPOSE & OBJECTIVES This document has been designed to: Implement a system that provides employees access to environmental health and safety information (training, bulletins, etc.) necessary for the safe completion of their job responsibilities; Ensure that training is routinely conducted, and Ensure that the Objectives of the CNPC are effectively pursued.  These Objectives are:  • **Striving** for an Injury and Illness free workplace.  • **Identifying** and **Eliminating** operational deficiencies that can lead to injuries, illnesses, and/or fatalities.  • **Maintaining** a proactive and effective Safety Program (e.g., open communication between employee and supervisor, employee health and safety training, regularly scheduled inspections, accident and injury investigation). SCOPE This document applies to all personnel (i.e., Supervisors, Temporary Employees, Temporary Agency Employees, Part time Employees, Full time Employees, Student Assistants, Graduate Assistants, etc.). All personnel shall comply with the provisions outlined in this document. PROCEDURES AND GUIDELINES       TRAINING Under the direction of Risk Management training will be conducted to present proper lifting techniques on a regular basis. This training shall be made available to all interested or affected employees. Employee Evaluations **Note: Please refer to the diagram at the end of this document for lifting safely.**  Do not attempt to lift (obviously) heavy items alone. Use a helper, hand cart or other equipment to make your work easier. If the load is too heavy, seek assistance.  Stand close and face the object. Place your feet about as far apart as your shoulders, with one foot a little ahead of the other for balance.  Straddle the object and keep it as close as possible. Bend your knees. If the object is on a table, slide the object close to you before you attempt to lift it.  Do not lift from the side.  Hold your back straight and pull your stomach in.  Grab the object with the whole hand, not just the fingers. Place one hand on **the** bottom of the object and the other hand toward the top.  Draw the load close, but do not let it rest against your stomach. If you do, it will mean that your spine is bending backward and you can hurt yourself. Keep your elbows and arms tucked against your body.  Center your body weight directly over your feet. Lift with a thrust of the rear foot. Turn the forward foot in the direction of movement to prevent your body from twisting.  Never twist your back with the load. Turn your whole body.  Do not let the object block your vision. Watch the clearance at all doors.  If two or more people are carrying a long object, all of them should be on the same side of that object. They should also be trying to keep in step with one another.  Wear safe shoes when handling loads. Loose or worn soles and heels on shoes can cause you to trip and/or slip.  **There are 3 reasons for most back injuries:**   1. **Size of the load** - load may be more than your back can handle. Never underestimate the size of a load. 2. **Amount of strength** - know what you can lift safely. Never overestimate your strength. 3. **How you lift** - lift the wrong way, twist instead of turn, get into awkward positions and use quick, rough, movements, and you’ll strain your back. Lift the proper, safe way every time.  When performing lifting tasks, follow these basic rules:  1. First, test the weight of the load by tipping it. If in doubt, ask for help. Do not attempt to lift a heavy load alone. 2. Take a good stance. Plant your feet firmly with legs apart, one foot farther back than the other. Make sure you stand on a level area with no oil spots or loose gravel, etc. 3. Get a firm grip. Use as much of your hands as possible, not just your fingers. 4. Keep your back straight, almost vertical. Bend at the hips if you bend. 5. Hold load close to your body. Keep the weight of your body over your feet for good balance. 6. Use large leg muscles to lift. Push up with the foot positioned in the rear as you start to lift. 7. Lift steadily and smoothly. Avoid quick, jerky movements. 8. Avoid twisting motions. Turn the forward foot and point it in the direction of the eventual movement. 9. Never try to lift more than you are accustomed to. 10. Always get help when you have to lift bulky loads. |  |





