



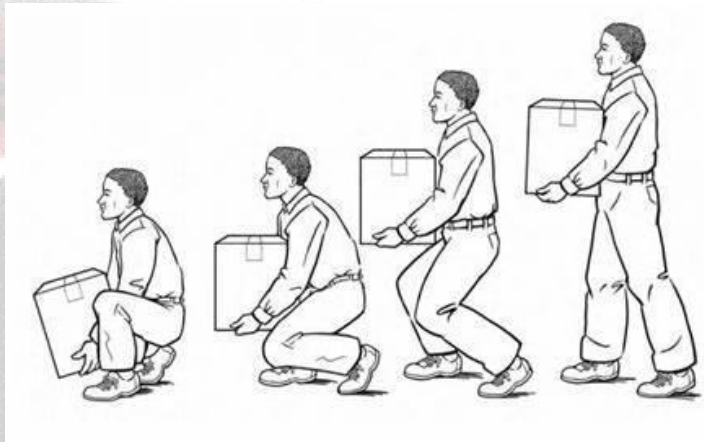
# **PROPER LIFTING/SAFETY TRAINING**

Lifting heavy items is one of the leading causes of injury in the workplace. Overexertion and cumulative trauma were the biggest factors in these injuries. When employees use smart lifting practices, they are less likely to suffer from back sprains, muscle pulls, wrist injuries, elbow injuries, spinal injuries, and other injuries caused by lifting heavy objects. Please use this page to learn more about safe lifting and material handling.

## **LIFTING AND MATERIAL HANDLING**

1. **Preparation:** Before lifting or carrying, plan out your lift:

- ✓ How heavy is the load? Should I use mechanical means (e.g., a hand truck) or another person to help me with this lift.
- ✓ Where am I going with the load? Is the path clear of obstructions, slippery areas, overhangs, stairs, and other uneven surfaces? Are there closed doors that need to be opened?
- ✓ Are there adequate handholds on the load? Do I need gloves or other personal protective equipment? Can I place the load in a container with better handholds? Should another person help me with the load?



2. **Lifting:** Get as close to the load as possible. Try to keep your elbows and arms close to your body. Keep your back straight during the lift by tightening the stomach muscles, bending at the knees, keeping the load close and centered in front of you, and looking up and ahead. Get a good handhold and do not twist while lifting. Do not jerk; use a smooth motion while lifting. If the load is too heavy to allow this, find someone to help you with the lift.
3. **Carrying:** Do not twist or turn the body; instead, move your feet to turn. Your hips, shoulders, toes, and knees should stay facing the same direction. Keep the load as close to your body as possible with your elbows close to your sides. If you feel fatigued, set the load down and rest for a few minutes. Do not let yourself get so fatigued that you cannot perform proper setting down and lifting technique for your rest.
4. **Setting Down:** Set the load down in the same way you picked it up, but in the reverse order. Bend at the knees, not the hips. Keep your head up, your stomach muscles tight, and do not twist your body. Keep the load as close to the body as possible. Wait until the load is secure to release your handhold.