

# SAFE LIFTING PROCEDURES

## 1 SIZE UP THE LOAD

Size up the load. Never attempt to lift a load that is heavier than your comfort level. Do not lift alone if you estimate that the load is too heavy, awkward, bulky or will obscure your vision. Use proper personal protection equipment.



## 2 SECURE YOUR FOOTING

Make sure you are wearing appropriate rubber soled footwear. Align your body with the load. Face the load straight on. Assess your footing and balance by placing one foot forward of the other.



## 3 BEND YOUR KNEES

Bend your knees and squat. Keep your head up and back straight. Spread your knees or lower one knee to get closer to the object.



## 4 LIFT THE LOAD

Push up with your legs to utilize your strongest set of muscles. Tighten your abdominal muscles as you rise. Remember to breathe steadily when lifting. Keep the load close to your body as you come up.



## 5 CARRY THE LOAD

Lift the object to the carrying position. If it is necessary to change your direction when in the upright position be careful not to twist the body. Turn your body by changing the position of your feet. Always maintain steady breathing while handling the load.



## 6 LOWER THE LOAD

Bend your knees while lowering the load to the floor from a waist-high carrying position. Keep your back natural with the load close to the body, lowering the load with the arm and leg muscles.



## SPECIAL SAFETY TIPS

### Mechanical Assisted Lifting

If the load is too heavy or awkward to lift alone, and no one is available to assist you, use a mechanical device such as a hand truck, manual lift truck or hoist to lift the load.



### PUSH DON'T PULL

You can move loads as much when you PUSH. So remember, when you are moving a load on a cart or hand truck, PUSH DON'T PULL!



### Buddy Lifting Saves Backs

Impatience will injure you. Get help with awkward or bulky items. Lifting together is easier and safer than lifting alone.



### Avoid Unstable Loads

Unstable loads will injure your back and damage the load. Only carry as much as you can handle. Make sure you can see the ground in front of you when carrying a load.



### Stack Your Load Carefully

Stack heavy or large boxes on the bottom of the load to avoid tipping during transport.



### Standing on Stable Surfaces

Don't stand on unstable chairs, stools or ladders when lifting or moving objects.



### Carrying Above Your Head

Never lift an object past shoulder height. Use a sturdy stool, ladder, or other mechanical assistance.



### Personal Protection Equipment

Hard hats
Gloves
Respirators
Hand and eye protection
Other

Personal Protection Equipment  
If you think that an accident on the job, please contact your supervisor or  
Human Resources Department.

# Osha Safety Guide

**B Lingard**

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