

PROPER LIFTING GUIDE

Lifting, carrying and setting down object presents potential hazards that may be avoided by using safe lifting techniques. Avoid manual lifting when possible; use mechanical lift aids. If the object must be lifted manually and it is awkward in size or balance, ask for assistance. When lifting:

1. Size up the load.
2. Don't be afraid to ask for help!
3. Ensure walkway is clear of obstructions and slip/trip hazards.
4. Have appropriate personal protective equipment (PPE).
5. To make the lift, position yourself in front of the object:
 - a. Face the object squarely, standing as close to it as possible.
 - b. Place feet about a foot apart, with one foot slightly in front of the other for balance.
 - c. Lower yourself to object by bending your knees (squat).
 - d. Keep your back straight and your chin level.
6. Grasp the object:
 - a. Place one hand underside of the object that is closest to you,
 - b. Place your other hand on the topside of the object farthest from you,
Note: Your bottom hand supports most of the weight and your top hand keeps the load balanced against your body.
 - c. Extend your fingers and hands around object, and
 - d. Keep your back straight and chin level, and tuck elbows and arms into the side of your body while keeping load close to body.
**Note: If the arms are held away from the body, they lose much of their strength.
Keep your forearms parallel to the ground.**
7. Lift the object:
 - a. Position your body so the weight of the object is centered between your feet.
 - b. Slowly straighten your knees; be careful **not to twist** your body as you lift.
Note: Your legs determine your strength. If the legs and arms are used in this manner during the lift, a back injury is less likely.
8. Carry the object to the setting down point, keeping correct body position (chin level, back straight and arms tucked into body and parallel to ground).

9. Set the object down:
 - a. Face the setting down point squarely so you do not have to twist your body while lowering load,
 - b. Spread your feet about a foot apart,
 - c. Lower yourself and the object by bending your knees slowly while,
 - d. Keeping your back straight, your chin level and the object close to your body, and
 - e. Release the object and stand.