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Lifting / Pushing or Pulling	

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1. PURPOSE


1.1. To instruct employees in proper lifting, pushing and pulling techniques.

2. SCOPE

2.1. This procedure applies to all Thompson Rivers University (TRU) employees.

3. PRECAUTIONS

POTENTIAL HEALTH & SAFETY HAZARDS

HAZARD	TO PROTECT YOURSELF
LIFTING 	<p>Refer to “Lifting / Pushing or Pulling ” Procedure <i>Lift with your legs, not with your back. Stand straight while lifting & carrying – DO NOT twist. Do not lift an object if it is too heavy – get help. Do not lift objects heavier than 5 lbs. while sitting down.</i></p>

4. ASSOCIATED DOCUMENTATION

<u>Doc. Number</u>	<u>Doc. Title</u>

5. PROCEDURES AND RESPONSIBILITIES

TO LIFT

5.1. Employee:

5.1.1. Check the weight of the object by lifting at one corner. If it feels too heavy to lift - DO NOT ATTEMPT THE LIFT

5.1.2. Stand facing the object.

5.1.3. Bend the knees to a squat position (see fig. 1).

5.1.4. Lift the object with your arms to waist level. Do not lift above shoulder height repetitively.

5.1.5. Stand up straight (use your legs to do the lifting, not your back – see fig. 2 for how NOT to lift)

5.1.6. Move your feet to turn; do not swivel at the waist to turn (see fig. 3 & 4).

6.

YES



Figure 1

NO!



Figure 2

YES



Figure 3 - FACE THE DIRECTION

NO!



Figure 4 - DO NOT TWIST!

TO SET DOWN

6.1. Employee:

6.1.1. Bend your knees to a squatting position

6.1.2. Slowly set the object down.

If an object feels too heavy or awkward to lift safely – get somebody to help you.

TO PUSH OR PULL AN OBJECT

6.2. Employee:

- 6.2.1. Check the weight of the object.
- 6.2.2. If it feels too heavy to push or pull without a large effort - DO NOT ATTEMPT! Get somebody to help you.
- 6.2.3. Stand facing the object.
(Never push or pull any objects requiring more than 5lbs. of force while sitting).
- 6.2.4. Bend the knees slightly.
- 6.2.5. Slowly apply pressure (pushing or pulling).
- 6.2.6. Use your legs (not your back or body) to move the object.

CLEANING & MAINTENANCE

6.3. Pushing/pulling handcarts, carts, hand jacks etc.:

- 6.3.1. Keep walkways unobstructed. Keep carts and skids neatly organized, to ensure ample space for the use of hand jacks and to enable maneuverability.
- 6.3.2. Ensure wheels on the equipment are moving freely at all times. When necessary, contact facilities helpdesk at 5388 to repair/replace wheels.
- 6.3.3. Use the appropriate equipment to move products/materials.

7. RECORDS/VERIFICATION OF UNDERSTANDING

7.1. Records:

7.1.1.

7.2. Verification of Understanding:

- 7.2.1. A training master log will be maintained by

8. SUMMARY OF CHANGES

Revision #	Date	Change (include section #)	Issued By
1	2011.03	NEW	OHS Manager