



SAFE WORK PROCEDURE

LIFTING GENERAL

Recommended and/or required Personal Protective Equipment: Safety footwear, Gloves

BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	RECOMMENDED SAFE JOB PROCEDURES
Prepare self before any lifting	Major injury to limb and back	Check load is intact and not hot, or no sharp projections
Check that load is not beyond your capacity	Lower back strain	If too heavy or awkward to lift, then get help from a second person or use a mechanical device
Size up load	Bulky items can cause obstructed view and slips, trips or falls	Get help with bulky loads, ensure you have clear view and clear pathway
Place feet in proper position to item	Lifting from wrong position can cause sprains or strains	Place feet shoulder width apart
Bend knees	Risk of major injury if lifting with legs straight	Bend to crouching position
Take a firm grip of the item with both hands	Article may slip causing injury or damage	Lift with arms, shoulder width apart
Keep your back straight	Lifting with a bent back creates a weak spot thus injury will result	Look straight ahead of you
Ensure to keep arms straight and elbows into body	Strain arms and/or back	Keep load as close to body as possible
Lift item using legs	Strain if load too heavy	Get help to lift if required. Lift together if more than one person lifting load. • Do not bend or twist with load • Do not lift above shoulder height
Move item to required place	Do not leave load in pathways or unbalanced positions	Move slowly and walk – do not run
With liquids	Spill, scald, burns	Allow room for liquid movement, so use gloves or ensure there is a secure lid in place
Always use team lifting technique	Strains	Mechanical devices should be used wherever possible.