**SAFE LIFTING SAEFTY PROGRAM**

**Prepared for:**

**(INSERT YOUR AGENCY HERE)**

Reviewed by (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

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# PURPOSE

To establish minimum guidelines to protect employees from the hazards associated with improper lifting and/or material handling.

# RESPONSIBLE PARTIES

**INSERT RESPONSIBLE POSITION TITLE have the responsibility:**

To provide and implement a program focusing on back injury prevention in an attempt to minimize the potential for back injury that could result from improper lifting and/or material handling techniques.

**Employees have the responsibility:**

To practice appropriate lifting and/or material handling techniques and when necessary, identify the need for and properly use mechanical lifting devices to minimize the potential for a bodily injury.

# TRAINING REQUIREMENTS

**INSERT AGENCY’S NAME** will provide training to ensure that all managers, supervisors, and employees understand the purpose and function of this program. Training shall be provided to all employees as a review of appropriate lifting and/or material handling techniques.

Training will be as follows:

* **Initial Training**is conducted by **INSERT AGENCY’S NAME** for all new employees.
* **Refresher Training**is a general overview conducted every three years by **INSERT AGENCY’S NAME** managers, supervisors and employees.
* Training records maintained by **INSERT AGENCY’S NAME** and will be retained for 3 years from the date on which the training occurred.

# PREPARING TO LIFT

* Check the entire path of travel to make sure footing will be solid. Shoes should provide good balance, support, and traction.
* When practical, remove all obstacles along the path of travel.
* Determine if personal protective equipment (PPE) is required and obtain and don as necessary.
* Carefully attempt to lift a corner of the object to check its weight and center of gravity to determine if it can be lifted or if assistance or mechanical means is required.

***“IF YOU CAN’T TIP IT, DON'T TRY TO LIFT IT!”***

***“IF YOU CAN’T GRIP IT, YOU CAN’T LIFT IT!”***

# PERFORMING THE LIFT

* **EMPLOYEES’ SHOULD NEVER ATTEMPT TO LIFT BEYOND HIS/HER PHYSICAL LIMITATIONS!**
* Position square to the object and get close to the object prior to initiating a lift.
* Balance with the feet shoulders width apart.
* Squat down, bend at the knees and keep the back slightly arched.
* Grip the object firmly.
* Inhale and hold your breath in and tighten the abdomen.
* Use the legs to return to a standing position, while keeping the back slightly arched.
* Make the lift as one smooth movement without quick, jerking motions.
* Keep the load as close to the body as possible.
* Keep balanced and don't twist the body while lifting.
* Take small steps and don't obstruct the line of sight.

# LOWERING AN OBJECT

* Put things down in the reverse order of the above.
* Use care when placing the load to keep fingers and toes clear of pinch points.
* Arch the back slightly and tighten your abdomen.
* Bend at the knees to lower the object to the proper position.

# Alternatives to Lifting

* Ask a co-worker for help.
* Obtain mechanical means such as a hand truck, pushcart, or other material-handling device.
* Push a load whenever possible, avoid pulling.
* When pushing, stay as close to the load as safely possible:
* Don’t lean forward.
* Use both arms to push the object applying the same amount of force with both arms.
* Keep the stomach muscles tight.
* If pulling an object:
* Clear the path of travel to avoid obstructions and tripping hazards.
* Face the object squarely with one foot at least 12 inches in front of the other.
* Keep the back straight and bend slightly at the knees.
* Pull with one smooth motion.

# Tips for Lifting

* Whenever possible, don’t lift objects over the head.
* Don’t twist the body when lifting, carrying, or placing an object.
* Don’t reach over another object or a hazard to lift an object. Remove the obstacle or hazard before attempting the lift.
* Keep a comfortable pace to avoid fatigue when performing repetitive lifts or heavy lifting, especially during excessive heat or cold.
* Use material handling devices whenever possible.

# PROGRAM REVIEW

This program will be reviewed by **INSERT AGENCY’S NAME** annually.