

Safe Work Procedure

Manual Lifting

Facility:	Written By:	Approved By:	Date Created	Date of Last Revision:

Hazards Present:	PPE or Devices Required:	Additional Training Required:
Muscle strain Slip/Trip Pinch points	Steel toed boots Hand protection	

Safe Work Procedure:
<ol style="list-style-type: none"> 1 Check to see if object is too heavy by tipping it slightly. Never attempt to lift alone if it is too heavy or awkward 2 Take a good stance with feet planted firmly, legs shoulder width apart. Ensure you are on level ground 3 Get a firm grip with your hands rather than just fingers 4 Keep back straight, almost vertical. Bend at the hips 5 Hold load close to your body, keeping weight of your body over your feet for good balance 6 Use large leg muscles to lift. Push up with the foot positioned in the rear as you start to lift 7 Lift steadily and smoothly, avoid quick, jerky movements 8 Avoid twisting motions, turn the forward foot and point it in the direction of the eventual movement 9 Never try to lift more than you are accustomed to 10 Always get help when lifting bulky loads

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards: MB Workplace Safety & Health Act & Regulations: 2.1 Safe Work Procedures 6 Personal Protective Equipment 8 Musculoskeletal Injuries	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years Reviewed By Worker Rep/WSH Committee: Date:
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