
LIFTING, HANDLING, STORING MATERIALS

A. Introduction

Many occupations in the city require employees to manually lift objects of different weight. Whether you lift only occasionally or regularly, using the following guidelines will help prevent a painful and possibly serious back injury.

Take a moment to plan the lift. Size up the object and look at the path of travel that you will take. Make sure that you have a clear path of travel.

Always use mechanical lifting equipment when available and practical.

B. Six Rules to Lift Easily and Safely

1. Feet – Place one foot alongside the object and other behind the object. This gives you stability and thrust.
2. Back – Keep you back straight and use sit down position.
3. Chin – Tuck in your chin so the neck and head continue the straight back line formed by your neck.
4. Palms – Get a good grip on the object. Avoid using only your fingertips.
5. Arms & Elbows – Place the load close to your body with your arms and elbows tucked into the sides of body.
6. Bodyweight – Position yourself so that the weight of your body is centered over your feet.

C. Other Lifting Rules

When an object is heavy, awkward, bulky, or you are in doubt, always get help. Lifting loads that are too heavy by yourself can cause you to experience an injury.

Do not twist your body when lifting an object.

Do not hold loads too far away from your body.

Do not reach over your shoulders to lift and object.

Do not lift an object with your back rounded and your legs straight.

Do not lift an object from an unbalanced position. That is lifting from one knee or lifting over another object.

D. Storing Materials

When stacking objects, make sure the stack is neat, straight and stable.

Do not store heavy or awkward objects on the highest shelf.

Maintain all storage areas in a neat and orderly condition and with a clear aisle for pedestrian travel.