

**Leamington Mennonite Home
Long Term Care & Retirement Residence**

POLICY AND PROCEDURE

CATEGORY: Personnel	SUBJECT: Safe Lifting	SECTION S
DATE: June 2013	Administrator's Signature: _____	POLICY: 1

SAFE LIFTING

POLICY:

To ensure safe handling and lifting at the workplace. Each staff member is responsible to protect themselves against injury, making work easier, by following the proper steps to safe handling.

PROCEDURE:

- All staff should avoid lifting supplies, inventory, and material greater than 25 pounds from the floor.
- Always work in a team of 2 when lifting greater than 25 pounds. If the weight, shape, or size of an object makes it tough for one person to handle, team up. One worker should be responsible for control of the action to ensure proper coordination. Injuries can happen if one of you lifts too soon, shifts the load, or lowers it improperly.
- Size up the load and check conditions. Do not try to lift it alone if the load looks too heavy or awkward. Ensure there is enough space for movement, the footing is good, and no obstacles are in your path. This preparation will help prevent you from tripping or stumbling.
- Be sure your balance is good. Feet should be shoulder-width apart, with one foot beside and the other foot behind the object being lifted.
- Bend the knees; do not stoop. Keep the back straight, but not vertical. (Tucking in your chin will straighten your back.)
- Grip the load with palms of your hands and your fingers. The palm grip is much more secure. Tuck your chin again to ensure your back is straight before you lift.
- Use your body weight to start moving the load. Allow the lifting action to come from the big, strong muscles in your legs, rather than the weaker muscles in your back.
- Keep your arms and elbows close to your body while lifting.
- Carry the load close to your body. Do not twist your body while carrying the load.
- To change direction, shift your foot position and turn your whole body. Watch where you are going!

- To lower the object, bend the knees. Do not stoop. Set the load down. If you are placing it on a bench or shelf, set it on the edge and then push it back into position. Make sure your hands and feet are clear when placing the load.
- Make it a habit to follow this procedure when lifting anything, even a relatively light object.

All Staff should follow the Do's and Don'ts of lifting which include:

DO

- Tuck in your chin to keep your back as straight as possible while lifting
- Lift with your leg muscles
- Ask for help with heavy, awkward items
- When possible, use mechanical equipment to move heavy items

DON'T

- Use your back muscles to lift
- Try to lift an item that is too awkward or heavy
- Twist your body while carrying an object
- Attempt team lifting without proper coordination

Any lift hazard should be reported to the Department Leader before undertaking the lift to ensure that safe lifting practices are always followed.