



ALABAMA MUNICIPAL INSURANCE CORPORATION MUNICIPAL WORKERS COMPENSATION FUND, INC.



Loss Control Division

LIFTING SAFETY

Date: _____ Time: _____ Department: _____ Person Conducting: _____

Meeting Objective: To train employees on proper lifting techniques

Daily situations require you to lift specific items of various sizes and weights. If you lift the items incorrectly, you chance the possibility of injuring your back and/or other portions of your body. Thus, we are going to train you on proper lifting techniques.

(At this time, produce two items commonly lifted in your operation and ask if anyone has ever lifted these items.)

When lifting directly off the floor, the following steps apply:

1. Plan the move.

Check the path of travel to your destination. Ensure all obstacles are clear and prop open all doors along your pre-planned path. Clear the final destination area of the object.

2. Test the load.

Prior to lifting or moving an object, test the weight of the load to ensure it can be move safely. This is when you must decide if a lifting device or an additional employee will be required for the lift.

3. Use a wide, balanced stance.

Place one foot slightly ahead of the other alongside the object to be lifted. Point both feet slightly outward. This will create a solid base of support which will reduce the likelihood of slipping and jerking movements.

4. Bend at the knees.

Bring the load as close to your body as possible. This will keep your back from acting as a fulcrum and reduces the stress placed upon your lower back. Use your whole hand to grasp the object. Fingers alone have very little power.

5. Tighten your stomach muscles as the lift begins.

This causes the abdominal cavity to become a weight bearing structure which unloads the stress placed on the spine.

6. Keep your head up and look forward as the lift begins.

This keeps the arch in the lower back and prepares you for the move.

7. Lift with the legs and stand in a smooth, even motion.

Using the legs to straighten your knees as the lift is completed will decrease the lower back stress.

8. If a direction change is necessary, pivot your feet.

This will eliminate the need to twist at the waist.

If two employees must lift together, the following steps apply:

1. Pick someone of similar height.

This helps the load to remain balanced during the lift.

2. Designate one person to direct the lift.

This person will face the direction of travel and give all of the verbal instructions during the lift.

3. Follow single person lifting instructions 1-8.

Make every effort to lift at the same time. Keep the load at the same level during the lift. Place the load down together smoothly.

Lifting from above the shoulders.

1. Determine if the load can be moved safely.

If there is any doubt, ask for assistance or use a mechanical aid.

2. Determine a place which you plan to set the load.

Clear a place below you to set the load so you can adjust your hold if necessary.

3. Use a platform or step stool.

Never use a ladder unless it has rails and can be locked into position.

4. Keep a solid footing.

With a firm grasp on the load, slide the load as close to your body as possible.

5. Carefully step down the steps.

Moving loads with carts.

1. Always make every attempt to push the load.

Never pull the load if at all possible.

2. Keep your elbows by your side.

You lose power when your elbows are away from your body. Keep your upper arm close to 90 degrees in relation to the floor and keep the load close to your body.

3. Place one foot forward to achieve balance.

Bend your knees and push off with your back leg. Use your body weight to push the load taking steady, short steps.

ALL EMPLOYEES IN ATTENDANCE MUST SIGN BELOW

NOTE: This document is not intended to be legal advice. It does not identify all the issues surrounding the particular topic. Public agencies are encouraged to review their procedures with an expert or an attorney who is knowledgeable about the topic. Reliance on this information is at the sole risk of the user.¹
