

## Safe Work Practice (SWP)

<b>Name of Task:</b> <b>Lifting</b>	
<b>Department/Unit:</b> This practice applies to all employees who are required to lift objects.	
<b>Personal Protective Equipment or other required equipment or other safety considerations:</b> N/A	
<b>Hazards:</b> Bodily Injury	
<b>Required Training</b>	
<b>Steps to be taken to complete task safely:</b>	
1	Test the weight of the load - If it feels too heavy ask for help, or use a mechanical lifting device - It is your legal right to refuse to lift anything you feel may be a danger to you.
2	Position your body close to the load.
3	Take a wide stance, with the load between the knees if possible.
4	BEND YOUR KNEES.
5	Bending at the waist should never be permitted- Never try to catch a falling load.
6	Keep the lower back straight. The risk of injury increases when the lower back is rounded.
7	Keep your head up, the more vertical your posture, the lower your risk of injury.
8	Breathe out as you begin to lift- This increases tension in your abdominal muscles - Do not hold your breath during a lift; this increases pressure in the abdomen.
9	Always keep your shoulders in line with your feet- Twisting significantly increases the risk of injury - Never twist while lifting or carrying anything, even light objects - NO TWISTING!
10	Proper lowering is as important as proper lifting- Dropping or throwing loads is hazardous- Bend the knees, keep the back straight, and breathe out as you begin to lower.
11	<b>NEVER lift weights beyond your capabilities.</b>
<b><i>If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure. Report any hazardous situation to your instructor/supervisor immediately.</i></b>	
<b>Responsibilities, Completion and Review</b>	
<i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</i>	
<b>Completed by and Date:</b>	<b>Approved by:</b>
<b>Last Reviewed / Revised by and Date:</b>	<b>Note:</b> This task will be monitored periodically to ensure compliance and effectiveness.