



**Safe Work Procedure Job Title or Task:
Manual Lifting**

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|-------------------------|---------------------|----------------------|------------------------------|
| Department/Area: | Approved by: | Date Created: | Review/Revision Date: |
| All Employees | J. Sponarski | June 7th 2024 | June 7 th 2027 |

| | Potential Hazard – Risk for injury (check all that apply) | | Personal Protective Equipment Required |
|-------------------------------------|--|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Awkward/sustained postures | <input type="checkbox"/> | Head Protection |
| <input checked="" type="checkbox"/> | Forceful exertions | <input type="checkbox"/> | Eye Protection |
| <input checked="" type="checkbox"/> | Repetitive movements | <input type="checkbox"/> | Hearing Protection |
| <input type="checkbox"/> | Vibration | <input type="checkbox"/> | Face Protection |
| <input type="checkbox"/> | Compression | <input checked="" type="checkbox"/> | Hand Protection / gloves |
| <input type="checkbox"/> | Sharp points/edges | <input checked="" type="checkbox"/> | Foot Protection - boots |
| <input checked="" type="checkbox"/> | Pinch points | <input type="checkbox"/> | Respirator / Fit Test |
| <input type="checkbox"/> | Materials falling | <input type="checkbox"/> | Body Protection- pants |
| <input type="checkbox"/> | Surfaces causing falls | <input type="checkbox"/> | High Visibility Apparel |
| <input type="checkbox"/> | Moving machinery | <input type="checkbox"/> | Other: |
| <input type="checkbox"/> | Chemicals | <input type="checkbox"/> | Equipment &/or tools required for task |
| <input type="checkbox"/> | Biological pathogens | <input type="checkbox"/> | Another person to assist if needed |
| <input type="checkbox"/> | Electrical | <input type="checkbox"/> | |
| <input type="checkbox"/> | Extreme heat/cold | <input type="checkbox"/> | |
| <input type="checkbox"/> | Noise | <input type="checkbox"/> | Machine Safety Features: |
| <input type="checkbox"/> | Combustibles/flammables | <input type="checkbox"/> | N/A |
| <input type="checkbox"/> | Risk of falling | <input type="checkbox"/> | |
| <input type="checkbox"/> | Other | <input type="checkbox"/> | |

| Existing & Potential Hazards | Training/Reference info |
|---|---|
| • | <input type="checkbox"/> Refer to MB Guideline for Prevention of Musculoskeletal Injuries and part 8 of The Manitoba Workplace Safety and Health Act and Regulations. |

Note: Common signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

Employers must ensure that workers are trained and follow this safe work procedure.

Steps to complete this task safely:

There is a maximum weight that a man or women can safely lift and maximum weight is dependant on several factors as follows:

- 1) Worker's** - height, weight, age, physical fitness, medical conditions, previous injuries
- 2) Object** - Is the object large or compact? Is it rigid or flexible? Does the shape make it hard or easy to grasp? Does it have handles?
- 3) Distance** between the Object and the Person - How far is the object held from the person during the lift?
- 4) How Object is Lifted** - From what height is the object being lifted? To what height is the object being lifted? Is there any twisting or rotation involved? Does the object need to be carried for a long distance?
- 5) Work Environment** - Does the floor surface provide good stability, or is it slippery or sloped? Are there any tripping hazards? Is the area congested?
- 6) Frequency of the Task** - How often does the person have to lift? How much time does the person spend lifting in a day? How does the person take break? How long are the breaks between lifts?

Evaluate the task and determine if task can be completed in a safe and healthy manner. Know your limits, acquire assistance if required.

Examine site for slippery or en-even surfaces. Ensure the path that you will be carrying the load is free of obstructions. Avoid muscle strain by warming up and stretching prior to lifting.

Get a good footing and set yourself square to the load. Bend knees and get a firm grip. Ensure that the load is evenly distributed before lifting. While keeping your back straight, lift with your legs, keeping the object as close to your body as possible.

Take small steps when carrying load. Maintain balance and do not twist or turn as you lift.

Move your feet to turn your body direction. Place object down by bending from the knees with your back straight.