

<b>Number:</b>	OH&S 18.17.1
<b>Revision Date:</b>	2014.01.23
<b>New Revision Date:</b>	2015.01.23
<b>Lifting / Pushing or Pulling</b>	

Printed copies of this document are uncontrolled.

## 1. PURPOSE


1.1. To instruct employees in proper lifting, pushing and pulling techniques.

## 2. SCOPE

2.1. This procedure applies to all Thompson Rivers University (TRU) employees.

## 3. PRECAUTIONS

### **POTENTIAL HEALTH & SAFETY HAZARDS**

HAZARD	TO PROTECT YOURSELF
<b>LIFTING</b> 	<p><b>Refer to “Lifting / Pushing or Pulling ” Procedure</b>  <i>Lift with your legs, not with your back.            Stand straight while lifting &amp; carrying – DO NOT twist.            Do not lift an object if it is too heavy – get help.            Do not lift objects heavier than 5 lbs. while sitting down.</i></p>

## 4. ASSOCIATED DOCUMENTATION

<u>Doc. Number</u>	<u>Doc. Title</u>

## 5. PROCEDURES AND RESPONSIBILITIES

### TO LIFT

5.1. Employee:

- 5.1.1. Check the weight of the object by lifting at one corner. If it feels too heavy to lift - DO NOT ATTEMPT THE LIFT
- 5.1.2. Stand facing the object.
- 5.1.3. Bend the knees to a squat position (see fig. 1).
- 5.1.4. Lift the object with your arms to waist level. Do not lift above shoulder height repetitively.
- 5.1.5. Stand up straight (use your legs to do the lifting, not your back – see fig. 2 for how NOT to lift)

5.1.6. Move your feet to turn; do not swivel at the waist to turn (see fig. 3 & 4).

6.

**YES**



Figure 1

**NO!**



Figure 2

**YES**



Figure 3 - FACE THE DIRECTION

**NO!**



Figure 4 - DO NOT TWIST!

## TO SET DOWN

6.1. Employee:

6.1.1. Bend your knees to a squatting position

6.1.2. Slowly set the object down.

---

**If an object feels too heavy or awkward to lift safely – get somebody to help you.**

---

## TO PUSH OR PULL AN OBJECT

### 6.2. Employee:

- 6.2.1. Check the weight of the object.
- 6.2.2. If it feels too heavy to push or pull without a large effort - DO NOT ATTEMPT! Get somebody to help you.
- 6.2.3. Stand facing the object.  
(Never push or pull any objects requiring more than 5lbs. of force while sitting).
- 6.2.4. Bend the knees slightly.
- 6.2.5. Slowly apply pressure (pushing or pulling).
- 6.2.6. Use your legs (not your back or body) to move the object.

## CLEANING & MAINTENANCE

### 6.3. Pushing/pulling handcarts, carts, hand jacks etc.:

- 6.3.1. Keep walkways unobstructed. Keep carts and skids neatly organized, to ensure ample space for the use of hand jacks and to enable maneuverability.
- 6.3.2. Ensure wheels on the equipment are moving freely at all times. When necessary, contact facilities helpdesk at 5388 to repair/replace wheels.
- 6.3.3. Use the appropriate equipment to move products/materials.

## 7. RECORDS/VERIFICATION OF UNDERSTANDING

### 7.1. Records:

#### 7.1.1.

### 7.2. Verification of Understanding:

- 7.2.1. A training master log will be maintained by ....

## 8. SUMMARY OF CHANGES

Revision #	Date	Change (include section #)	Issued By
1	2011.03	NEW	OHS Manager