	Number:	OH&S 18.17.1
	Revision Date:	08/05/2014
	New Revision Date:	08/05/2015
	Lifting / Pushing or Pulling	

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1. PURPOSE


1.1. To provide 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
LIFTING	 <p>Refer to “Lifting / Pushing or Pulling ” Procedure <i>Lift with your legs, not with your back. Stand straight while lifting & 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. PROCEDURES AND RESPONSIBILITIES

4.1 TO LIFT

- 4.1.1. Check the weight of the object by lifting at one corner. If it feels too heavy to lift - DO NOT ATTEMPT THE LIFT
- 4.1.2. Stand facing the object.
- 4.1.3. Bend the knees to a squat position (see fig. 1).
- 4.1.4. Lift the object with your arms to waist level. Do not lift above shoulder height repetitively.
- 4.1.5. Stand up straight (use your legs to do the lifting, not your back – see fig. 2 for how NOT to lift)
- 4.1.6. Move your feet to turn; do not swivel at the waist to turn (see fig. 3 & 4).

5.

YES



Figure 1

NO!



Figure 2

YES



Figure 3 - FACE THE DIRECTION

NO!



Figure 4 - DO NOT TWIST!

5.1 TO SET DOWN

5.1.1. Bend your knees to a squatting position

5.1.2. Slowly set the object down.

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

5.2 TO PUSH OR PULL AN OBJECT

5.2.1 Check the weight of the object.

5.2.2 If it feels too heavy to push or pull without a large effort - DO NOT ATTEMPT!

Get somebody to help you.

- 5.2.3 Stand facing the object.
(Never push or pull any objects requiring more than 5lbs. of force while sitting).
- 5.2.4 Bend the knees slightly.
- 5.2.5 Slowly apply pressure (pushing or pulling).
- 5.2.6 Use your legs (not your back or body) to move the object.

5.3 CLEANING & MAINTENANCE

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

6 RECORDS/VERIFICATION OF UNDERSTANDING

6.2 Records:

- 6.2.1 Records of all employees training in safe lifting, pushing and pulling procedures are to be kept on file with the supervisor.

7 SUMMARY OF CHANGES

Revision #	Date	Change (include section #)	Issued By
2	08/05/2014	NEW (formatting and Section 6)	OHS Officer