

# MANUAL LIFTING



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Effective Date: **5/1/2017**

Section: **55**

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## 1. PURPOSE

- a. When Lifting Objects, Use the Following Proper Lifting Techniques to Avoid Musculoskeletal Injuries:
  - i. The body must be positioned so that the weight of the body is centered over the feet. This provides a more powerful line of thrust and also ensures better balance. Start the lift with a thrust of the rear foot. Do not twist.
  - ii. Feet should be parted, with one foot alongside the object being lifted and one foot behind. When the feet are comfortably spread a more stable lift can occur and the rear foot is in a better position for the upward thrust of the lift.
  - iii. Use the squat position and keep the back straight-but remember that straight does not mean vertical. A straight back keeps the spine, back muscles and the organs of the body in correct alignment. It minimizes the compression of the guts that can cause a hernia.
  - iv. Grip is one of the most important elements of correct lifting. Make sure the fingers and the hand are extended around the object you are going to lift-using the full palm. Fingers have very little power-use the strength of your entire hand
  - v. The load must be drawn close, and the arms and elbows must be tucked in to the side of the body. Holding the arms away from the body increases the strain on the arms and elbows. Keeping the arms tucked in helps keep the body weight centered.
  - vi. Where use of lifting equipment is impractical or not possible, two man lifts must be used.
- b. To prevent straining, ask for assistance from another employee with lifting heavy or awkward objects. Using mechanical equipment may also help in preventing unnecessary straining.

## 2. Reviews and Equipment

- a. **H2 Enterprises, LLC (H2)** employees will be periodically evaluated by **H2** supervisors to evaluate current work techniques in the effort to prevent injuries due to improper manual lifting techniques.
- b. When needed, **H2** employees will be provided lifting equipment and other engineering controls to ensure safe lifting practices are followed.
  - i. Only employees who are properly trained in the use of lifting equipment will be authorized to use such equipment.

## 3. Hazard Assessment and Identification

- a. Before any manual lifting takes place a properly trained **H2** employee will conduct a hazard assessment to properly ensure that materials to be lifted can be done safely.

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## **4. Post Injury Inspection**

- a. In the event that an **H2** injury has occurred due to improper lifting techniques, an immediate inspection is to be conducted by an **H2** Supervisor which will determine if improper lifting techniques were used, how **H2** can learn from an employee's mistake and how **H2** can continue to provide a safe work environment when it comes to manually lifting objects.
- b. Possible injuries sustained from improper manual lifting techniques include:
  - i. Muscle and Ligament Strains
  - ii. Lumbar Vertebral Disk Herniation
  - iii. Abdominal Hernias

## **5. 10 Principles of Ergonomics:**

- a. Work in neutral postures.
- b. Reduce excessive force.
- c. Keep everything in easy reach.
- d. Work at proper heights.
- e. Reduce Excessive Motions
- f. Minimize fatigue and static load
- g. Minimize pressure points
- h. Provide Clearance
- i. Move, exercise & stretch
- j. Maintain a comfortable work environment

## **6. Reporting of lifting-related injuries**

- a. All injuries due to improper lifting techniques and ergonomic issues must be reported within 24 hours of incident.
- b. Injuries must be properly documented and submitted to the HS&E department for further review and investigation if necessary.