

Safety TOOLBOX TALKS

A ready-to-use training lesson to drive home the essentials of safety.

April 2011

Safe lifting

► Introductory Comments

Back injuries are as preventable as they are common. The problem is that so many workers either don't know the techniques of safe lifting, or, if they do know, don't bother to use them for "this little thing." Make sure your people make every lift a safe lift.

► Meeting Starter Questions

- 1) What processes and routines in the workplace most often require lifting?
- 2) What are the heaviest and most awkward objects workers lift?

► Critical Safety Points

Always begin by planning the lift. Think about where you're going to set the item down and make sure your path is free from obstructions and slick surfaces that might cause you to slip and fall.

Next, perform a lift test. Estimate the object's weight by pushing it lightly with your hands or feet to see how easily it moves. Is this a job that would be easier done with a dolly or cart? Is this a two-person job?

Once you've determined the object is within your lifting capabilities, follow this procedure:

- 1. Make sure your balance is right.** Feet should be shoulder-width apart with one foot beside the object and the other foot behind it.
- 2. Bend your knees, but don't stoop.** Keep your back straight but not vertical. Tucking in your chin straightens your back.
- 3. Grip the load with the palms of your hands and your fingers.** Tuck your chin in again to make certain your back is straight before beginning to lift.
- 4. Use your body weight to start moving the load by pushing with your legs.** This makes full use of your strongest muscles.
- 5. Keep your arms and elbows close to your body while lifting.**
- 6. Carry the load close to your body, and don't twist your body while carrying it.** To change direction, shift your foot position, and then turn your body.
- 7. Watch where you're going.** If you can't see obstructions, you may trip over them.
- 8. Bend your knees to lower the object.** Don't stoop. To deposit the load on a shelf, place it on the edge and push it into position.

► Quiz Time

Find out how much participants learned during this meeting. Distribute copies of the quiz on the other side of this page. Grade the quizzes using the answers to the right.

Instructions:

Use Toolbox Talks to spark safety discussions. On the flip side is a quiz to make sure participants retain the valuable information.

Session Date

Supervisor/Instructor

Attendee List:

QUIZ ANSWER KEY (Quiz on other side)

1. True.
2. False. Push it lightly with your hands or feet to see how easily it moves.
3. False. You should keep your back straight, but not vertical.
4. True.
5. True.
6. E.
7. True. Shift your foot position, and then turn your body.
8. Yes.

SAFETY MEETING QUIZ

Employee Name:	Signature:
Department:	Date:
Score: ____ / 8	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Trainer:	Signature:

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Question 1: Safe lifting always begins with planning the lift.

True False

Question 2: You estimate the weight of an object by lifting it a couple of inches.

True False

Question 3: When lifting, you should keep your back straight and vertical.

True False

Question 4: You should tuck your chin in to straighten your back.

True False

Question 5: Your legs are your strongest muscles.

True False

Question 6: You should start your lift by:

- A. Making sure you know exactly where you're going.
- B. Bending your knees.
- C. Gripping the load with your palms and fingers.
- D. Using your body to start the load moving.
- E. All of the above

Question 7: To change direction while carrying heavy objects, shift your feet.

True False

Question 8: You lower an object to put it down by bending your knees.

Yes No

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