

Four Steps to Proper Lifting

1. SIZE UP THE LOAD

- Use a hand truck if possible.
- Get help if you need it.
- Check for silvers, nails, exposed staples.
- Use gloves if necessary.
- Make sure you have a clear path to where you are moving it to.

2. LIFT

- Bring the load as close to you as possible before lifting.
- Lift with your legs, not your back.
- Keep your head up, your back straight and bend at your hips.

3. MOVE

- Keep the load close to your body.
- Look where you are going.
- Shift your feet to turn, don't twist your body.

4. GET SET AND LOWER

- When setting a load down, let your leg muscles carry it down.
- Make certain your fingers and toes are clear before setting the load down.

Preventing Slips and Falls

FOOTWEAR

- Wear sturdy shoes with slip-resistant soles and low heels; no leather soles, open toe, platform, or high heels.
- Shoes should be laced and tightly tied.
- Avoid porous fabrics such as canvas, which won't protect your feet from spills and burns.
- Look for a tread that channels liquids out from under the shoe to prevent hydroplaning.

HOUSEKEEPING

- Clean up spills immediately.
- During rush periods, spot mop only.
- Be very careful not to spill oil or shortening.
- Place caution signs when mopping or when floors are wet.
- Use a clean mop with approved floor cleaners.
- Keep floor mats clean and in-place.

AWARENESS

- Pay close attention to what is going on around you. Don't move too quickly and never run.
- Move cautiously near corners and when carrying things.