



SAFETY POLICY AND PROCEDURE MANUAL

NUMBER 24.0 – LIFTING

Number: 24.0

Issued: 5/2021

Revised: 3/2023

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1.0 **PURPOSE:**

To reduce the potential risk for injury to Signature employees.

2.0 **POLICY:**

All employees will be trained in safe lifting techniques.

3.0 **RESPONSIBILITIES:**

- A. It is the responsibility of the **Facility Leader** to ensure compliance with this procedure in its entirety.
- B. It is the responsibility of the **Leads & Supervisors** to enforce safe lifting practices.
- C. It is the responsibility of **All Employees** to follow the requirements of this procedure.

4.0 **PROCEDURE:**

- A. All employees must be trained on safe lifting techniques each year in conjunction with a weekly safety meeting.
- B. Prior to lifting, all employees must follow these steps:
 - a. Determine if material handling equipment is available to carry the load. If so, utilize the material handling equipment if authorized. If not authorized, contact a lead or supervisor for assistance.
 - b. Employee must wear proper PPE (gloves, glasses, etc.).
 - c. Examine the load to determine if the load will be too heavy (25 to 40 pounds maximum is recommended weight for one employee).
 - d. If a load is too heavy, employee must ask for assistance. At no time should an employee attempt to lift greater than 40 pounds without assistance.
 - e. Determine if the dimensions of the load are required to be handled by more than one employee.
 - f. Be aware of your surroundings and aware of the swing of your load.
 - g. Examine the path in which you will travel to look for obstructions.
 - h. Make sure there is a clear and leveled spot in which to easily set the load down safely.
- C. When lifting, all employees must adhere to the following:
 - a. Bend at the knees and keep your feet about shoulder width apart and slightly offset, front to back, for balance.
 - b. Lift the load by placing your hands under the load. Determine the load weight and center of gravity to identify the best way to lift the object.
 - c. Lift the load keeping it balanced, do not overreach, and bring the load against your body.
 - d. Lift with your legs. Allow your legs and buttocks to do the work, not your back.
 - e. Keep your head, shoulders, and hips in a straight line.
 - f. Never twist the body; turn the entire body to change direction.
- D. When lowering the load, all employees must adhere to the following:
 - a. Come to a complete stop.
 - b. Bend at the knees.
 - c. Keep head, shoulders, and hips in a straight line.
 - d. Extend arms to place load on the ground. Avoid overreaching when lowering a load.
 - e. Keep load balanced and under control.



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- E. When lifting or lowering a load, all employees must avoid unnecessary twisting, lunging, bending or other unnatural movements. Avoid any movements that upset your center of gravity, reposition, and redistribute the weight.
- F. When moving a load on wheels/casters, all employees must follow specifications in accordance with the type of cart or load being moved. Examine the path in which you will travel, look for obstructions and floor level changes that may cause a load shift or injury. Choose pushing a load instead of pulling it whenever possible. Ensure that the wheels/casters are in good working condition before attempting to move the cart.
- G. Employees failing to comply with this procedure will be disciplined in accordance with normal progressive disciplinary procedures for the facility.

5.0 ATTACHMENT / FORMS:

NONE

6.0 PROCEDURE HISTORY

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