

LOCATION OF WORK	WRITTEN BY:	APPROVED BY:	DATE	LAST REVISION
All Schools	Karl Ingoldsby	Timberlane Regional School District Safety Committee	3/29/22	New

POTENTIAL HAZARDS	PERSONAL PROTECTIVE EQUIPMENT (PPE)	ADDITIONAL RECCOMENDATIONS
<ul style="list-style-type: none"> <li>Awkward, sustained postures</li> <li>Forceful exertions</li> <li>Pinch points</li> <li>Sharp points / edges</li> <li>Items falling / dropping</li> </ul>	<ul style="list-style-type: none"> <li>Gloves when rough material, sharp edges</li> <li>2 persons required to lift large, bulky, or heavy items above 50lbs, or if exertion to move an item would require more than moderate effort</li> </ul>	<ul style="list-style-type: none"> <li>In house training</li> </ul>

**Note:** Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

SAFE WORK PROCEDURE
<p>A. Assess the load. Do not attempt to lift or carry heavy or awkward loads by yourself. Use lift aid (wheeler, cart etc.) or get assistance</p> <p>B. -Wear gloves when lifting or moving sharp edged materials. Beware of any pinch points (such as desk drawers or table leg mechanisms)</p> <p>C. -To slide or roll objects or furniture away from you, try to keep your back straight and weight shift with your whole body rather than using only your arms. Whenever possible, push objects or furniture rather than pulling them because this allows a safer back position</p> <p>D. -Ensure you do not hit or shear electrical plugs with furniture</p> <p>E. -Sometimes it is effective to move slightly or adjust positioning of a piece of furniture or bed by leaning and pushing against it with your leg or hip</p> <p>F. If possible, ensure there is enough room to lift properly and travel by moving any obstructions if you must lift furniture</p> <p>G. Proper lifting and carrying procedures are to:</p> <ol style="list-style-type: none"> <li>a. use a wide stance either side to side or front to back (lunge position).</li> <li>b. Get close to what you must lift</li> <li>c. get a good grip before lifting</li> <li>d. bend your knees and hips</li> <li>e. try to keep your back straight, shoulders back and elbows in</li> <li>f. lift by pushing with your legs. If using a lunge position, push more through your front leg</li> <li>g. don't hold your breath</li> <li>h. keep the load close to your body when lifting or carrying</li> </ol>

- i. turn by taking small steps with your feet,
  - j. Do not twist your back when lifting, lowering, or carrying
- H. -When two or more persons are lifting or carrying a load, the method of handling the object should be prearranged before lifting and one person should determine the count to lift

### **REGULATORY REQUIREMENTS**

- Lab 1403.43 Personal Protective Equipment