

# SAFE LIFTING

## SAFE LIFTING PRACTICES

Avoid lifting and carrying heavy objects whenever possible. Mechanical assistance such as hoists, carts and forklifts should be used whenever practical. Scissor tables or similar devices should be used in locations where heavy objects are regularly transferred between different elevations.

Ensure you know the approximate weight of an item to be lifted. When it is necessary to lift objects which are too heavy or too awkward for a single person, have a second person assist.

Wear protective clothing when for routine lifting or when items are moved on a cart. Safety shoes and gloves should normally be used. Safety shoes will protect your feet if something is dropped or from accidental contact with cart wheels. Gloves will improve your grip.

### BEND & SQUAT



Keep your back straight  
Bend at your knees



DON'T



DON'T

### CARRY THE LOAD



Grip with your whole hand  
not just your fingers.



Face the direction of travel  
Grip under the object.

### PLACE OBJECT ON SHELF



Place an object on a shelf or table by extending your arms  
while keeping your back straight



### DON'T



DON'T



DON'T



DON'T

# SLIPS, TRIPS & FALLS

## WHAT CAN YOU DO TO AVOID FALLING AT WORK?

It is important remembering that safety is everybody's business. However, it is employees' responsibility to provide safe work environments for all employees. Employees can improve their own safety too.

### YOU CAN REDUCE THE RISK OF SLIPPING ON WET FLOORING BY:

- Taking your time and paying attention to where you are going.
- Adjusting your stride to a pace that is suitable for the walking surface and the task you are doing.
- Walking with the feet pointed slightly outward.
- Making wide turns at corners.

### YOU CAN REDUCE THE RISK OF TRIPPING BY:

- Always using installed light sources that provide sufficient light for your tasks or,
- Using a flashlight if you enter a dark room where there is no light, and
- Ensuring that things you are carrying or pushing do not prevent you from seeing any obstructions, spills, etc.

## HOW DO FALLS HAPPEN?

### SLIPS

Slips happen when there is too little friction or traction between the bootsole and the walking surface. Common causes of slips are:

- Wet or oily surfaces.
- Occasional spills.
- Weather hazards.
- Loose, unanchored rugs or mats.
- Flooring or other walking surfaces that do not have same degree of traction in all areas.

### TRIPS

Trips happen when your foot collides (strikes, hits) an object causing you to lose the balance and eventually fall. Common causes of tripping are:

- Obstructed view.
- Poor lighting.
- Clutter in your way.
- Wrinkled carpets.
- Unsecured cables.
- Bottom drawers not being closed, and
- Uneven (steps, thresholds) walking surfaces.

## HOW TO PREVENT FALLS DUE TO SLIPS AND TRIPS?

Both slips and trips result from some kind of unintended or unexpected change in the contact between the feet and the ground or walking surface. This shows that good housekeeping, quality of walking surfaces (flooring), selection of proper footwear, and appropriate pace of walking are critical for preventing fall accidents.

### HOUSEKEEPING

Good housekeeping is the first and the most important (fundamental) level of preventing falls due to slips and trips. It includes:

- Clearing all spills immediately.
- Marking spills and wet areas.
- Mopping or sweeping debris from floors.
- Removing obstacles from walkways and always keeping them free of clutter.
- Securing (padding, taping, etc.) mats, rugs and carpets that do not lay flat.
- Always closing file cabinet or storage drawers.
- Covering cables that cross walkways.
- Keeping working areas and walkways well lit.
- Replacing used light bulbs and faulty switches.

Without good housekeeping practices, any other preventive measures such as installation of sophisticated flooring, specialty footwear or training on techniques of walking and safe falling will never be fully effective. For more information about effective housekeeping visit our web-page.

### FLOORING

Changing or modifying walking surfaces is the next level of preventing slip and trips. Resurfacing or replacing floors, installing mats, pressure-sensitive adhesive strips or abrasive filled paint-on coating and metal or synthetic decking can further improve safety and reduce risk of falling. However, it is critical to remember that high-tech flooring requires good housekeeping as much as any other flooring. In addition, resilient, non-slippery flooring prevents or reduces foot fatigue and contributes to slip prevention measures.

### FOOTWEAR

In workplaces where floors may be oily or wet or where workers spend considerable time outdoors, prevention of fall accidents should focus on selecting proper footwear. Since there is no footwear with anti-slip properties for every condition, consultation with manufacturers is highly recommended. Properly fitting footwear increases comfort and prevents fatigue which, in turn, improves safety for the employee. For more information on footwear visit our web-page.

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