

ONroute

Safe Lifting Techniques

Policy#:	009 – Health and Safety
Date:	May 01, 2020
Approved by:	CEO, CHRO, General Counsel, Director of Facilities Management
Revision Date:	

Purpose:

This Standard Operating Procedure (SOP) provides guidelines with respect to safe lifting techniques.

Scope:

This policy applies to all employees of ONroute including hourly and salaried team members, managers, directors and executives.

Safe lifting techniques make work easier and make work safer by protecting against injury. Before bending to pick up an object, “think” about how you are safely going to handle the object. Over time, safe lifting techniques should become a habit.

How Can I Lift Safely?

- Keep your body in the neutral position. This means that you want to keep that load as close to your centre of gravity as possible. The safest lifting zone is between the knees and shoulders.

Step 1 – Before the lift:

- Stand close to the load with your feet spread apart, about shoulder width with one foot slightly in front of the other for balance
- Squat down bending at the knees (not your waist)
- Tuck your chin while keeping your back as vertical as possible
- Get a firm grasp of the object before beginning the lift



Step 2 – Starting the lift:

- Begin slowly lifting with your LEGS by straightening them
- Never twist your body during this step
- Do not twist knees, elbows, shoulders, ankles, etc.

Step 3 – After the lift:

- Once the lift is complete, keep the object as close to the body as possible
- As the load's centre of gravity moves away from the body, there is a dramatic increase in stress to the lumbar region of the back
- If you must turn while carrying the load, turn using your feet – not your torso



Step 4 – Putting the load down:

- To place the object below the level of your waist, follow the same procedures in reverse order
- Remember, keep your back as vertical as possible and bend at the knees

What if the load is above your shoulders?

- Before lifting, take a moment to think about what you are about to do
- Know your limit and do not exceed it
- Ask for help if needed, or if possible, divide the load to make it lighter
- Plan your route – know where you are going to set the item down
- Ensure that you use a ladder to assist with the lift
- Pass large or heavy items down to another team member when using a ladder
- Examine the object for sharp corners, slippery spots or other potential hazards
- Make sure the location and your path are free of obstructions