


<i>HEALTH AND SAFETY MANUAL</i>		
Title: Manual Lifting		
Approved by: Greg Savoy		Rev. 12/27/11

1 Purpose/Scope:

To prevent injury while making manual lifts.

This Policy applies to all Company employees.

2 Responsibilities:

2.1 The safety department is responsible for recording/documenting injuries as required by OSHA 29CFR Part 1904.

2.2 Managers/supervisors are responsible for ensuring employees are trained in manual lifting techniques.

2.3 Supervision shall periodically evaluate work areas and employees' work techniques to assess the potential for and prevention of injuries.

2.4 Supervision shall enforce the use manual lifting equipment by employees.

3 Requirements:

3.1 Training on proper lifting techniques and avoidance of usculoskeletal injuries shall be completed and documented.

3.2 Musculoskeletal injuries caused by improper lifting shall be investigated and documented. Incorporation of investigation findings into work procedures shall be accomplished to prevent reoccurrence.

3.3 Where the use of lifting equipment is impractical or not possible, two-man lifts shall be used.

3.4 Before manual lifting is performed by an employee, a hazard assessment (JSA) must be completed. The assessment must consider size, bulk, and weight of the object(s), if mechanical lifting equipment is required, if two-man is required,

whether vision is obscured while carrying and the walking surface/path where the object is to be carried.

3.5 New operations shall be evaluated to engineer out hazards before work processes are implemented.

3.6 Manual lifting equipment such as hand trucks, dollies, jacks, carts, lift-assist devices, hoists shall be provided for employees.

4. References:

None.

5 Exhibits:

None.