



Safe Work Procedure

Lifting/ Pushing or Pulling

RSS 18.17.3

Program/Services	Safe Work Procedures		Department: Risk and Safety Services		
Personal Protective Equipment or Devices Used <ul style="list-style-type: none"> • Safety Glasses • Work Boots • Work Gloves 	Training Requirements <ul style="list-style-type: none"> • Proper lifting training 	Applicable Documents	Effective Date:		
			April 17, 2019		
			Date Reviewed		
			Revision Date	Revision #	Authorized
			Aug. 22, 2024	3	Safety Advisor

LIFTING



Refer to "Lifting / Pushing or Pulling" Procedure

- Lift with your legs, not with your back.
- Stand straight while lifting & carrying – DO NOT twist.
- Do not lift an object if it is too heavy – get help.
- Do not lift objects heavier than 5 lbs. while sitting down.

- Check the weight of the object by lifting at one corner. If it feels too heavy, do not attempt the lift.
- Stand facing the object.
- Bend the knees to a squat position (see fig. 1).
- Lift the object with your arms to waist level. Do not lift above shoulder height repetitively.
- Stand up straight (use your legs to do the lifting, not your back – see fig. 2 for how NOT to lift)
- Move your feet to turn; do not swivel at the waist to turn (see fig. 3 & 4).



Figure 1



Figure 2

YES



Figure 3
Face the direction

NO



Figure 4
Do not twist

TO SET DOWN

- Bend your knees to a squatting position
- Slowly set the object down

If an object feels too heavy or awkward to lift safely – get somebody to help you.

TO PUSH OR PULL AN OBJECT

- Check the weight of the object
- If it feels too heavy to push or pull without a large effort - DO NOT ATTEMPT! Get somebody to help you.
- Stand facing the object (See figure 3)
- **(Never push or pull any objects requiring more than 5lbs. of force while sitting).**
- Bend the knees slightly.
- Slowly apply pressure (pushing or pulling).
- Use your legs (not your back or body) to move the object.

CLEANING & MAINTENANCE

- Keep walkways unobstructed. Keep carts and skids neatly organized, to ensure ample space for the use of hand jacks and to enable manoeuvrability.
- Ensure wheels on the equipment are moving freely at all times. When necessary, contact facilities helpdesk at 250.828.5388 to repair/replace wheels.
- Use the appropriate equipment to move products/materials.

RECORDS/VERIFICATION OF UNDERSTANDING

- Records of all employees training in safe lifting, pushing and pulling procedures are to be kept on file with the supervisor.

Revision #	Date	Change (include section #)	Issued By
1	08/05/2014	NEW	OHS Officer
2	04/17/2019	Review, Revision and New Format	Safety Officer
3	08/22/2024	RSS update	Safety Advisor