



3009
SAFE LIFTING
TECHNIQUES

Leader's Guide

SAFE LIFTING TECHNIQUES

This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation. Featured are:

INTRODUCTION: A brief description of the program and the subject that it addresses.

PROGRAM OUTLINE: Summarizes the program content. If the program outline is discussed before the video is presented, the entire program will be more meaningful and successful.

PREPARING FOR AND CONDUCTING THE PRESENTATION: These sections will help you set up the training environment, help you relate the program to site-specific incidents, and provide program objectives for focusing your presentation.

REVIEW QUESTIONS AND ANSWERS: Questions may be copied and given to participants to document how well they understood the information that was presented. Answers to the review questions are provided separately.

ATTENDANCE RECORD: Document the date of your presentation as well as identify the program participants. The attendance record may be copied as needed.

INTRODUCTION

If you're like most people, you don't give much thought to your back until it's injured. Then the pain keeps you from thinking about anything but your back. About half of us have had a back injury that was serious enough to cause us to cancel plans or change activities. In fact, back injuries caused by improper lifting are the most common disabling injuries in the workplace. Proper lifting techniques are demonstrated in this video. Preparing and planning the lift as well as correcting bad lifting habits are also covered.

PROGRAM OUTLINE

BACKGROUND

- It's easy to slip into bad lifting habits without noticing. That's when back injuries occur.
- In order to lift correctly, we must consciously break old lifting habits and develop the correct ones.
- Our backs have a role similar to the framework of a tower crane—to provide support, not do the actual lifting.
- Lifting should be done with the legs.

PREVENTING BACK INJURIES

- The best way to prevent back injuries is to avoid lifting altogether.

- If we can't avoid lifting, it is important to use dollies, lifts and other equipment to help us with heavy objects.
- Get help from other persons if an object is too heavy or bulky to lift safely.

PLANNING THE LIFT

- When planning a lift, first examine the load and determine if it is too large or bulky to lift safely by yourself.
- Check to see that doors on your route open easily and are wide enough for you to fit through.
- Check for spills, loose rugs, extension cords and other hazards that may be in your path.
- Make sure you have a safe place to put down the load; it's just as easy to get injured when putting down a load as it is lifting one.

PREPARING TO LIFT

- When preparing to lift, make sure you have good footing and balance.
- Be sure that you have a good grip on the object you are preparing to lift.

PROPER LIFTING TECHNIQUES

- Always keep your back straight and your head up when bending over to pick up a load.
- Lift the load with your legs; remember that your back provides support and shouldn't do the lifting.
- Tighten your stomach muscles when lifting. This will give support to the spine.
- After raising the load, keep it close to your body to help maintain balance and keep the weight distributed to the legs.
- Remember to use the same techniques when putting down the load.

IMPROPER LIFTING HABITS

- Avoid twisting and turning while lifting; this puts enormous strain on your back.
- If you must turn while lifting, turn your whole body with your feet.
- Avoid the common lifting shortcut of overreaching. We usually overreach when we haven't properly planned and prepared a lift.

- Overreaching puts tremendous strain on the lower back; if you are about to overreach, reposition yourself instead or remove obstacles to get closer to the load.
- Watching your body weight and exercising can help make lifting easier on your back.

PREPARE FOR THE SAFETY MEETING OR TRAINING SESSION

Review each section of this Leader's Guide as well as the videotape. Here are a few suggestions for using the program:

Make everyone aware of the importance the company places on health and safety and how each person must be an active member of the safety team.

Introduce the videotape program. Play the videotape without interruption. Review the program content by presenting the information in the program outline.

Copy the review questions included in this Leader's Guide and ask each participant to complete them. Make an attendance record and have each participant sign the form. Maintain the attendance record and each participant's test paper as written documentation of the training performed.

Here are some suggestions for preparing your videotape equipment and the room or area you use:

Check the room or area for quietness, adequate ventilation and temperature, lighting and unobstructed access. Check the seating arrangement and the audiovisual equipment to ensure that all participants will be able to see and hear the videotape program.

Place or secure extension cords to prevent them from becoming a tripping hazard.

CONDUCTING THE PRESENTATION

Begin the meeting by welcoming the participants. Introduce yourself and give each person the opportunity to become acquainted if there are new people joining the training session.

Explain that the primary purpose of the program is to help the viewer understand proper lifting techniques. Introduce the videotape program. Play the videotape without interruption. Review the program content by presenting the information in the program outline. Lead discussions about where the use of proper lifting techniques could have prevented back injuries. Use the review questions to check how well the program participants understood the information.

After watching the videotape program, the viewer will be able to explain the following:

- How to properly plan and prepare for a lift;
- Proper and improper lifting techniques;
- The importance of good lifting habits in preventing back injuries.

SAFE LIFTING TECHNIQUES

REVIEW QUESTIONS

Name _____ Date _____

The following questions are provided to determine how well you understand the information presented in this program.

1. Our backs have a role similar to the framework of a _____.

- a. forklift
- b. tower crane
- c. backhoe
- d. press brake

2. It's just as easy to get injured when putting down a load as it is lifting one.

- a. true
- b. false

3. When preparing to lift, you should _____.

- a. keep your legs as straight as possible
- b. make sure you have good footing and balance
- c. be sure you have a good grip on the object
- d. both a and b
- e. both b and c

4. Why is it important to tighten your stomach muscles when lifting?

5. What should you do when putting down a load?

6. If you must turn while lifting, turn your whole body with your _____.

- a. back
- b. waist
- c. feet
- d. stomach

7. We usually take the shortcut of overreaching to lift an object when we _____.

- a. are unaware of proper lifting techniques
- b. haven't properly planned and prepared for the lift
- c. cannot move obstacles around the object to be lifted
- d. are overweight or out of shape

Safe Lifting Techniques

ANSWERS TO THE REVIEW QUESTIONS

1. b

2. a

3. e

4. to provide support for your back

5. use the same techniques used when lifting

6. c

7. b