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Subject: Safe Lifting and Carrying	Date Approved: April 6, 2009
Approved by: Executive Director	Date Revised:
Specific to: All staff	Next Review Date: September 2018

**PRINCIPLE:**

The North Huron Family Health Team supports employees to undertake lifting, carrying and transferring of packages and other items in a safe manner. Proper methods of lifting and handling should be used to protect against injury and also make the job easier.

**GUIDELINES:**

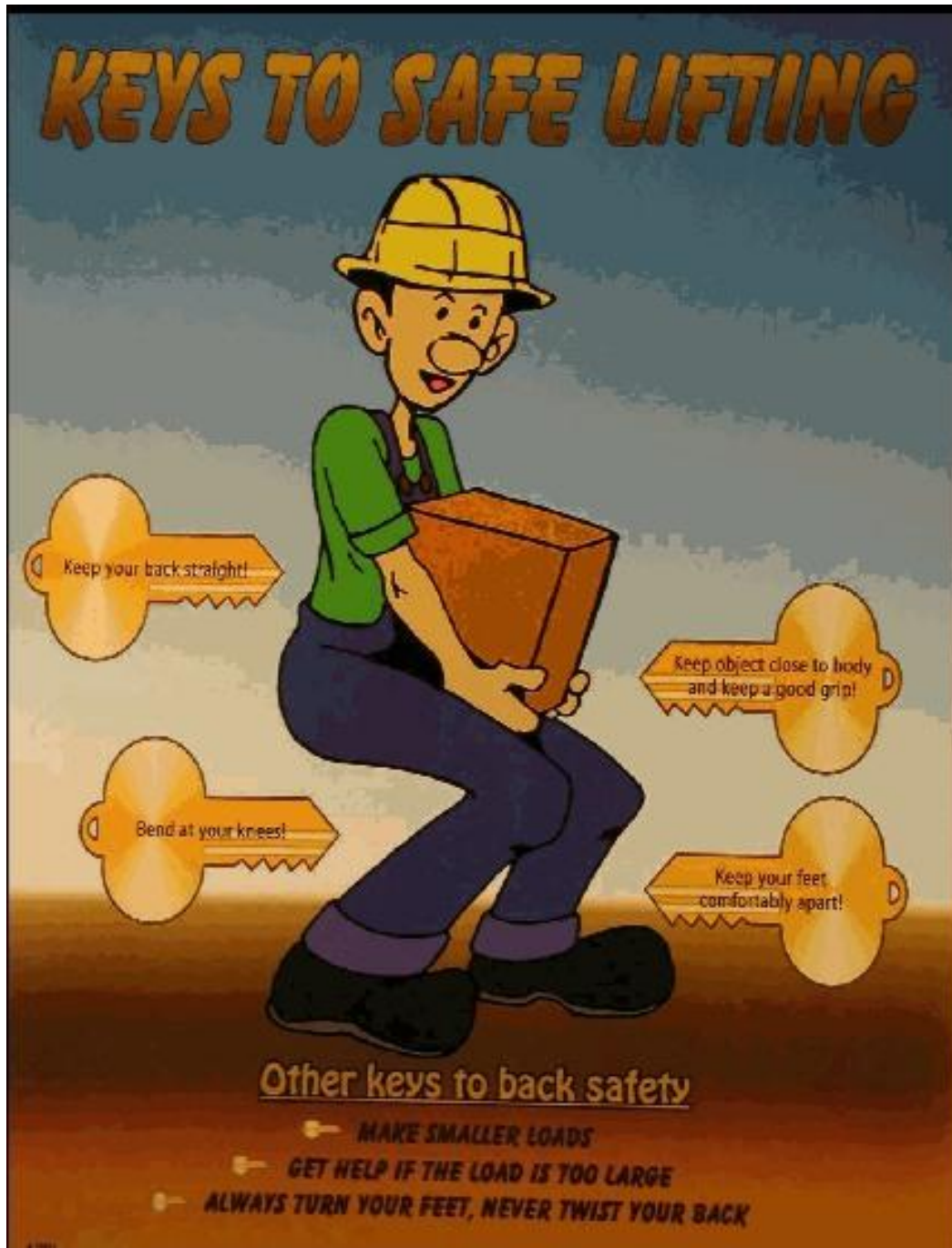
The following are basic steps in safe lifting and carrying.

1. Size up the load and check overall conditions. Do not attempt to lift alone if it appears to be heavy or awkward. Check adequate space for movement and good footing.
2. Look for slivers, nails, sharp ends, etc. when handling materials or packages. If possible remove them
3. Make certain of good balance – feet shoulder width apart, one foot beside the other foot behind the article or individual to be lifted.
4. Bend the knees, do not stoop, and keep the back straight. Tucking in the chin straightens the back.
5. Grip the load with the palms of the hands and fingers. The palm is much more secure. With grip taken, tuck in the chin and make certain the back is straight.
6. Use the body weight to start the load moving and then lift by pushing up with the legs, making full use of this strongest set of muscles.
7. Keep the arms and elbows close to the body when lifting. Be sure you can always see where you are going.
8. Do not twist the body. To change direction, shift the foot position and turn the whole body.
9. If the load is to be lowered, bend the knees do not stoop. To deposit the load on a bench, shelf or table, place it on the edge and push it into position.
10. See attached pictorial



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**BEND YOUR KNEES**



**HUG THE LOAD**



**AVOID TWISTING**

