# Tailgate/Toolbox Safety Training

Company Name: _____ Job Site Location: _____

Date: _____ Time Started: _____ Time Finished: _____ Foreman/Supervisor: _____

## *Topic 127: Safe Lifting and Carrying Techniques*

**Introduction:** Every year in the United States back injuries account for hundreds of thousands of workplace accidents. The majority of these injuries are caused by improper lifting and carrying techniques. Injuries of this type are debilitating and painful. If serious in nature, they may require extensive physical therapy and sometimes even surgery to correct the condition. In many cases, chronic pain persists for years. Learning and applying the following procedures for handling and moving material will significantly reduce the risk of back injury.

### *When preparing to lift:*

- ***Center yourself*** close to the object being lifted with feet shoulder width apart.
- ***Next, bend at your knees*** and squat down. Always keep your back as straight as possible; get a good, firm grip on the object before you begin lifting.
- ***With your back straight and erect,*** hold the load close and lift by standing up. Use the large leg muscles only, and not the small lower back muscles. Carefully reverse the process while setting a load down.

### *Before using the above described lifting method, follow these guidelines:*

- ***Use mechanical means*** when available to assist in lifting. The aid provided by the use of cranes, forklifts, dollies, hand-trucks, hand-carts, and even wheelbarrows will reduce the risk of lower back strain.
- ***Before lifting and carrying a load,*** review the task to determine what will be lifted, how heavy the object is, and where it's going. Can you handle the load alone, or is help needed? Is the item large and bulky, or small and heavy? Will it block your vision while carrying?
- ***Do not over-estimate yourself,*** or under-estimate your load; know your limitations. When possible, break down large loads into smaller loads.
- ***How is the item packaged?*** Are there any sharp edges or corners on the load? Large, heavy objects with smooth surfaces may be better handled without gloves, otherwise, use hand protection.

### *Before moving a load, evaluate your course of travel:*

- ***Carefully examine*** the terrain and footing conditions along the carrying path.
- ***Note any obstacles*** or surfaces that are smooth, slippery, uneven, or rough. Watch out for ditches, trenches, bridging, step-ups, step-downs, ramps, doorways, stairways, or any protruding objects that might pinch or skin your shins, fingers, or knuckles.
- ***Before proceeding,*** remove all possible trip hazards.
- ***When carrying a load,*** use footwork to turn; do not twist at the waist.

### *Good teamwork and communication are needed to lift and move objects:*

- ***Designate one person*** to give instructions and follow his/her lead. Good directions are: "Ready? 1-2-3-Up!" or "Ready? 1-2-3-Down!"
- ***Determine the load's weight distribution,*** especially when team members are walking and carrying backward.
- ***When lifting loads overhead,*** use extreme caution. Head protection is often recommended for such tasks.
- ***Over-reaching with a load*** could cause unexpected strain or loss of balance.
- ***Seek assistance when needed*** and beware of load shifting. Low lifting tasks are exceptionally hard on the back. Be sure to bend at the knees rather than the back.
- ***Always push a load*** rather than pull it.

**Summary:** Carefully think through each lifting task before wrestling with something too heavy and/or awkward to handle. Think about how the material can best be handled and do not be shy about asking for help or waiting on a machine to assist. Use your legs properly to save your back. Back injury prevention is the goal.



## *Work Site Review*

Work-Site Hazards and Safety Suggestions: _____

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Personnel Safety Violations: _____

Material Safety Data Sheets Reviewed: _____ (Name of Chemical)

***Employee Signatures:*** *(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)*

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***Foreman/Supervisor's Signature:*** _____

*The first aid information provided is intended to be general in nature and is based upon the "best available" guidelines. No results either general or specific are represented or guaranteed. These guidelines do not supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.*