

LOCATION OF WORK	WRITTEN BY:	APPROVED BY:	DATE:	LAST REVISION
Schools in PTSD	Lorie Carriere Jason Graham Donna Hancox	Gordon Howe	April 29, 2010	March 8, 2017

HAZARDS PRESENT	PERSONAL PROTECTION EQUIPMENT (PPE)	ADDITIONAL REQUIREMENTS
<ul style="list-style-type: none"> • Muscle strains & back injuries • Exhaustion • Crush hazard • Awkward postures 	<ul style="list-style-type: none"> • Protective footwear • Protective gloves • Long pants • Long sleeves 	<ul style="list-style-type: none"> • Tie back long hair

SAFE WORK PROCEDURE

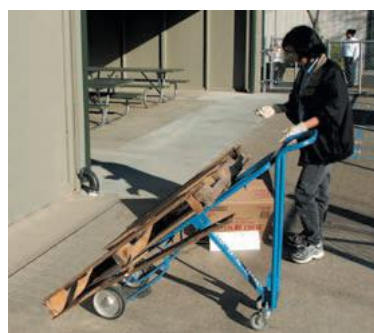
Repeated lifting and carrying of loads increases the risk of back injury.

- ◆ Do not lift anything that is too heavy – check the weight to be sure that you are comfortable with the lift
- ◆ Use handles, cutouts, or handholds, if available
- ◆ Use carts with large wheels
- ◆ Bend your knees and lift with your back straight
- ◆ Keep the load close to the body and do not twist

Lifting
Keep the object close to your "center of gravity" and use your legs and hips to lift - not your back and neck.



Large wheels roll easily and require less force over door thresholds, elevator gaps, etc.



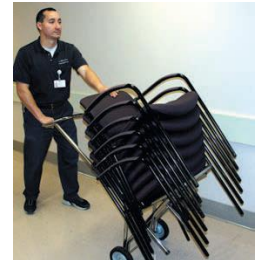
When lifting heavy awkward items ask for help.

GET HELP

- ◆ Plan the lift and talk to your partner
- ◆ Make sure team members understand their role
- ◆ Use lifting equipment wherever possible

FURNITURE DOLLIES

- ❖ Use table, desk or chair dollies whenever possible to avoid lifting and carrying Furniture
- ❖ Stabilize the load with straps when needed and consider using a team of workers.
- ❖ When moving tables/desks/chairs a short distance, pushing or pulling them is better than lifting.
- ❖ Protect your lower back by bending your knees and using your legs to power the move.



Use rolling carts to move stacks of chairs & tables

Moving and arranging heavy pieces of furniture involves forceful exertions. It is always better to use a mechanical aid.

'WALKING' OR PIVOTING FURNITURE

When furniture is heavy or awkward, it may be necessary to 'pivot' it. By lifting and pivoting one end at a time the furniture is 'walked' in a zigzag pattern.

'FLIPPING' A TABLE

When placing one table upside down on top of another table, manual lifting can be reduced by overlapping the edges of the tables. This way the weight can be reduced by resting most of the weight on a pivot point thereby 'flipping' the table by levering it over the pivot point. This can be done by one person on a small table or by two people for a larger table

REGULATORY REQUIREMENTS

- WS&H Act W210, Section 4, 5, 7, 7.1
- Mb. Workplace Safety & Health Regulations 217/2006, Part 16, Sections 16.1 – 16.18
 - 2.1 Safe Work Procedures
 - 6.1 Personal Protective Equipment
 - 8.0 Musculoskeletal Injuries