VCSU SAFE OPERATING PROCEDURES:
Material Handling/Lifting

Improper lifting techniques of any size object could result in a serious injury. By learning safe lifting techniques, it can reduce the risk of injury.

Guidelines for Lifting/Carrying
When lifting heavy objects, follow these guidelines to ensure your safety:

- Test the load for stability and weight. If the object is too bulky or weighs 50 pounds or more, get help, use a cart or mechanical lift.
- Know the approximate weight of the load and be sure your equipment is rated to lift that size of load. Do not exceed the manufacturer’s recommended safe working load.
- Wear appropriate shoes to avoid slips, trips and falls.
- Face and stand as close as possible to the object with feet wide apart and establish good footing.
- Bend at the knees, keeping the back as straight as possible.
- Get a firm, balanced grip on the object and pull it in towards you, keeping the center of gravity of the object close to you.
- Keeping your back as straight as possible, make the lift smoothly and under control as you begin straightening your legs.
- When moving the object, keep the load evenly balanced and proceed with caution through doors and around corners.
- Avoid twisting your body while lifting, moving, or setting down an object.

Removing objects from overhead storage also requires special attention.

- Before bringing an object down from above, test its weight by pushing up on it.
- If the only way you can reach an object is by standing on the tips of your toes and reaching way over your head, do not move the object.
- If the object is too high, use a ladder or other appropriate means to safely reach it.