

LOCATION OF WORK	WRITTEN BY:	APPROVED BY:	DATE	LAST REVISION
All Schools	Karl Ingoldsby	Somersworth School District JLMC	3/4/2020	New

POTENTIAL HAZARDS	PERSONAL PROTECTIVE EQUIPMENT (PPE)	ADDITIONAL RECCOMENDATIONS
<ul style="list-style-type: none"> Awkward / sustained postures-twisting & Bending of the Back Sharp points or edges Excessive force - lifting outdoor bin lids Surfaces causing slips, trips, and falls Biological Hazards 	<ul style="list-style-type: none"> Gloves should be used whenever lifting garbage bags/sharp materials 	<ul style="list-style-type: none"> In house training Closed toe shoes, non-slip Slip and Fall prevention training Be aware of the wind which could rip the bin lid out of your hand. Keep your arms and head out of lid path when closing or if the wind has the potential to slam the lid closed.

Note: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

SAFE WORK PROCEDURE

1. **Plan the Move**
 - Assess the weight & size of the load-get extra assistance or a lift aid for awkward or heavy loads.
 - Assess the height of the lifting task-use stairs or a lift if items are too high or if repetitive reaching is required.
 - Assess the space where you are working- if possible, ensure there is enough room to lift properly and travel by moving any obstructions

2. **Use Safe Lifting Technique:**
 - Use a wide stance either side to side or front to back (lunge position). Get close to what you have to lift
 - Get a good grip before lifting
 - Bend your knees and hips
 - Try to keep your back straight, shoulders back and elbows in
 - Lift by pushing with your legs. If using a lunge position, push more through your front leg
 - Don't hold your breath
 - Keep the load close to your body when lifting or carrying
 - Turn by taking small steps with your feet, Do not twist your back when lifting, lowering or carrying

3. **Using the above Safe Lifting Guidelines:**
 - Place bag into the bin or lift the garbage container and balance it on the ledge of the bin and tilt it to dump garbage.
 - Do not try to swing & throw heavy bags or other items into the bin.
 - When 2 or more persons are lifting or carrying a load, the method of handling the object should be prearranged before lifting & one person should determine the count to lift.

REGULATORY REQUIREMENTS

Slips, Trips, and Falls training