### Injury & Illness Prevention Program

#### Job Safety Analysis

**Task:** MATERIALS HANDLING (LIFTING AND MOVING)

**Modification to Daily Attire Requirements:** Long Pants or Coveralls

**Required PPE:**
1. Non-slip shoes with protective toe cover (steel or composite)
2. Leather gloves or “Gripper” (slip resistant) type gloves

**Required Training:**
- Safe Lifting Training
- Read, understand, and follow manufacturer safety instructions for all mechanical lifting aids

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<th>TASK</th>
<th>HAZARDS</th>
<th>CONTROLS</th>
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| Preparing to Move Items / Planning the lift | None- no lifting has occurred | • Stretch the body and back muscles prior to lifting; use techniques as demonstrated during safe lifting training.  
• Check for tags on loads; consider contents (fluid or solids), shape, size, and weight  
• Wear appropriate shoes  
• If gloves are needed, wear gloves that fit; loose gloves reduce grip ability by up to 40%  
• If working with others, discuss the lift and moving plan so there are no “surprise” movements |

Musculoskeletal Injury including: strains, sprains, slips, and falls.  
Cuts, bruises, and other potential injuries from falling materials

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| Lifting and Moving | Musculoskeletal Injury including: strains, sprains, slips, and falls.  
Cuts, scrapes bruises, and other potential injuries. | • Get a secure grip  
• Use both hands  
• Slide, push or roll items instead of carrying when possible  
• Pad the body to avoid bruising as needed; make sure the padding cannot come loose or fall to the ground and cause a trip/fall hazard  
• Avoid jerking; use smooth even motions  
• Keep the load as close to the body as possible |

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| Lifting and Moving (continued) | Musculoskeletal Injury including: strains, sprains, slips, and falls. Cuts, scrapes, bruises, and other potential injuries. | • Use your legs to push up and lift the load; not the upper body or back  
• Do not twist the body. Step to one side or the other to turn  
• Use extra caution when lifting loads that are or may become unstable  
• Alternate heavy lifting or forceful exertions tasks with less physically demanding tasks, take breaks  
• As needed, if possible, reduce the weight of the load by removing items or separating boxes into two or more smaller loads  
• Repack containers if possible to stabilize loads  
• Minimize distance of travel when hand carrying loads- use mechanical aids when needed  
• Never carry loads that block the field of vision  
• Never attempt to lift or carry a load that is too heavy for your ability; STOP and ask for assistance |

Note: If you feel you need additional training to lift and carry materials safely; please notify your supervisor so training can be arranged.