

# manual lifting

Instructor Guide

## Safety Talk Overview:

**What & Why?** Safety Talks are a method to refresh an employee’s knowledge and skills, maintain their interest in safety and illustrate the organization’s commitment to creating a healthy & safe work environment.

**Who & When?** Generally, these Safety Talk meetings are led by a supervisor, member of the JHSC, or Worker H&S Representative and should be mandatory for all crew members to attend. The content should be focused on a single topic. Safety Talks can be performed on a weekly basis or before the start of a new scope of work and should be about 15 minutes in duration.

go2HR developed this safety talk template for employers to customize and use for any topic in their organization. The Participant Handout should include information that you hope the worker will retain from the safety talk content and should be handed out during the safety talk for workers to reference later. Feel free to use it at your discretion.

**Manual Lifting Overview**

In BC ski areas, a large percentage of reported on-the-job accidents involve back injuries, often happen when people lift objects incorrectly. Examples include ski patrollers lifting a patient onto a toboggan; a lift attendant picking up a fallen guest; and a snowmobiler getting their snowmobile unstuck. Moving any load can cause chronic lower back injury by exerting stress on the spine and back muscles. Back injuries can be debilitating and long-term, so think smart and lift correctly.

**Safety Talk Outline (using the handout below):**

- Preventative Measures

- Discussion Questions

**Additional Resources:**

-[go2HR Ski Areas](https://www.go2hr.ca/health-safety/ski-areas)

-[WorkSafeBC Lifting](https://www.worksafebc.com/en/health-safety/hazards-exposures/lifting-handling)

## Topic Overview:

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## Safety Talk Facilitator Guidance

🞏 **Introduce** the topic and why it’s important

🞏 **Discuss** the associated hazards and likely incidents

🞏 **Tour** the work zone identifying hazardous areas

🞏 **Distribute** the Participant Handout

🞏 **Use** the info above to guide the discussion

🞏 **Document** the talk using the Safety Talk Record

🞏 **Explain** what controls are used to minimize the risks

🞏 **Remind** employees about applicable PPE usage

🞏 **Emphasize** the importance of safe work procedures

🞏 **Ask questions** to generate group discussion

🞏 **Answer any questions** or concerns they might have

🞏 **Set a good example** by working safely at all time

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Safety Talk Record

|  |  |
| --- | --- |
| **Discussion Leader:** | **Date:** |
| **Department:** | Time: |

### Attendees (Please print your name and sign beside it. If you are a contractor, also include your company name):

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### Near miss/incidents and investigations reviewed: ☐ None this month

### Any questions or concerns from workers?

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| --- | --- | --- | --- |
| **Action needed:** | **Person responsible:** | **Due date:** | **Completed date:** |
|  |  |  |  |
|  |  |  |  |

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| --- | --- |
| **Supervisor/Manager print name & sign:** | **Date:** |

### Reviewed by:

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In BC ski areas, a large percentage of reported on-the-job accidents involve back injuries, often happen when people lift objects incorrectly. Examples include ski patrollers lifting a patient onto a toboggan; a lift attendant picking up a fallen guest; and a snowmobiler getting their snowmobile unstuck. Moving any load can cause chronic lower back injury by exerting stress on the spine and back muscles. Back injuries can be debilitating and long-term, so think smart and lift correctly.

**Preventative Measures**

**Before Lifting**

-Explore ways to avoid heavy lifting, utilizing resources like mechanical aids, assistance from others, back support, ergonomic adjustments, and improved grips

**Inspect and Prepare**

-Assess the work environment for potential hazards or obstacles, ensuring pathways are clear and safe for lifting activities

-Prioritize muscle preparation by gradually warming up and lightly stretching to reduce the risk of injury during physical exertion

**Lifting Technique**

-Maintain a stable stance with feet apart for balance, bending the knees to reduce strain on the back

-Initiate the lift gradually using leg and hip muscles, maintaining abdominal tightness and avoiding jerky movements

-Keep the back straight throughout the lifting process, minimizing the risk of spinal injury

-Rotate using feet instead of hips or shoulders to prevent strain, and lower the load by bending the legs, not the back

**General Guidelines**

-Take your time with lifting tasks, avoiding rushing or haste to prevent accidents

-Keep the load close to the body's center to maintain balance and control during lifting

-Offer help to others engaged in heavy or awkward lifting, and don't hesitate to seek assistance when needed or report hazardous conditions

**Avoidance and Limits**

-Refrain from lifting with the back or waist, avoid jerking motions, and opt for mechanical alternatives for heavy or repetitive tasks

-Only lift weights within your comfortable capacity, avoiding challenges or exceeding safe limits

-Ask for help when needed

-Limit lifting to below shoulder height whenever possible to minimize strain on the body

**Self-Care**

-Avoid unnecessary overexertion and prioritize personal safety and well-being during lifting activities

**Discussion Questions**

-What aids do we have available for you to use during lifting tasks?

-Are there any specific areas of the site where awkward lifting positions are more common? How can these be mitigated?

Participant Handout

### For more information on this topic or if you have questions, contact: