# JOB HAZARD ANALYSIS

## Task Description: Manual Lifting

<table>
<thead>
<tr>
<th>STEPS</th>
<th>SEQUENCE OF STEPS</th>
<th>POTENTIAL HAZARD DESCRIPTION</th>
<th>SAFETY PROCEDURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Assess the item that is to be lifted, how much does it weigh. How will I hold onto it. Are there sharp edges, is there a better way to move the object.</td>
<td>Back strain, shoulder strain, hernia or other debilitating injury.</td>
<td>Plan the lift twice and lift it once. Always look for alternatives to manual lifting if other means are available.</td>
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<tr>
<td>2</td>
<td>Assess the area you need to travel over while manually lifting the item.</td>
<td>Slip and trip hazards, narrow doorways, inclines, slopes into excavations, travel up ladders could cause muscle strain injuries.</td>
<td>Determine if the load can be lifted by mechanical means IE forklift if available. Determine if you need help to &quot;safely&quot; lift the item</td>
</tr>
<tr>
<td>3</td>
<td>If lifting manually is the only solution, stretch before lifting. Stand square to the item, keep your back straight and lift the weight with your the legs. Keep the load close to your body and do not lift and twist in the same action</td>
<td>Muscle strain or other serious injury such as a hernia.</td>
<td>Get help as required to reduce risk of injury, do not carry the load any further than you absolutely need to. Do not try to prove a point by lifting more than you can safely lift without potential injury.</td>
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<tr>
<td>4</td>
<td>Set down the item at the delivery point</td>
<td>Potential for twisting or bending over the wrong way when setting down the object causing muscle strain.</td>
<td>Keep the back straight, feet shoulder width apart, let your legs take the weight, do not twist as you set down the item</td>
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<tr>
<td>5</td>
<td>Stretch you back, arms and legs periodically to maintain muscle strength and mobility</td>
<td>Potential muscle stiffening after the work day is finished.</td>
<td>Stretch regularly</td>
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</tbody>
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## TOOLS & EQUIPMENT REQUIRED
- None

## PPE REQUIRED
- Potentially Gloves, safety glasses, back supports depends on materials

## MATERIALS
- As per requirements

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