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**1. POLICY**

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It is the policy of the University of the Pacific (Pacific) to provide its employees with a safe and healthful workplace. In order to achieve this goal, all levels of management and supervision are required to ensure that the guidelines of this lifting procedure are followed.

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**2. PURPOSE**

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2.1. This document has been designed to:

2.1.1. Implement a system that provides employees access to environmental health and safety information (training, bulletins, etc.) necessary for the safe completion of their job responsibilities,

2.1.2. Ensure that training is routinely conducted, and

2.1.3. Ensure that the Three Fundamental Objectives of the Pacific Safety Program are effectively pursued.

2.1.3.1. The Three Fundamental Objectives are:

- **Striving** for an Injury and Illness free workplace.
- **Identifying** and **eliminating** operational deficiencies that can lead to injuries, illnesses, and/or fatalities.
- **Maintaining** a proactive and effective Safety Program (e.g., open communication between employee and supervisor, employee health and safety training, regularly scheduled inspections, accident and injury investigation).

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**3. SCOPE**

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3.1. This document applies to all personnel (i.e., Supervisors, Temporary Employees, Temporary Agency Employees, Part time Employees, Full time Employees, Student Assistants, Graduate Assistants, etc.). All personnel shall comply with the provisions outlined in this document.

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**4. TRAINING PROGRAM**

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4.1. Under the direction of Risk Management training will be conducted to present proper lifting techniques on a regular basis. This training shall be made available to all interested or affected employees.

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**5. PROCEDURES AND GUIDELINES**

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**5.1. Employee Evaluations**

**Note:** Please refer to the diagram at the end of this document for lifting safely.

- 5.1.1 Do not attempt to lift (obviously) heavy items alone. Use a helper, hand truck or other equipment to make your work easier. If the load is too heavy, seek assistance.
- 5.1.2 Stand close and face the object. Place your feet about as far apart as your shoulders, with one foot a little ahead of the other for balance.
- 5.1.3 Straddle the object and keep it as close as possible. Bend your knees. If the object is on a table, slide the object close to you before you attempt to lift it.
- 5.1.4 Do not lift from the side.
- 5.1.5 Hold your back straight and pull your stomach in.
- 5.1.6 Grab the object with the whole hand, not just the fingers. Place one hand on the bottom of the object and the other hand toward the top.
- 5.1.7 Draw the load close, but do not let it rest against your stomach. If you do, it will mean that your spine is bending backward and you can hurt yourself. Keep your elbows and arms tucked against your body.
- 5.1.8 Center your body weight directly over your feet. Lift with a thrust of the rear foot. Turn the forward foot in the direction of movement to prevent your body from twisting.
- 5.1.9 Never twist your back with the load. Turn your whole body.
- 5.1.10 Do not let the object block your vision. Watch the clearance at all doors.
- 5.1.11 If two or more people are carrying a long object, all of them should be on the same side of that object. They should also be trying to keep in step with one another.
- 5.1.12 Wear safe shoes when handling loads. Loose or worn soles and heels on shoes can cause you to trip and/or slip.

