



WEEKLY SAFETY MEETING

BACK SAFETY

Proper Lifting Techniques

- ✚ Perform stretches before lifting to prepare your body muscles for lifting.
- ✚ When possible, avoid physical lifting. When necessary, test the load and ask for help.
- ✚ Utilize the correct material handling equipment for the job. Use chain hoists, dollies, or mobilized equipment as lift aids.
- ✚ Keep the load as close to your body as possible.
- ✚ Stand close to the load with your feet spread apart about shoulder width, with one foot slightly in front of the other for balance.
- ✚ Squat down bending at the knees, not your waist. Tuck your chin while keeping your back as vertical as possible.
- ✚ Don't hold your breath! Every time you breathe in and out it flexes and extends your spine. Keep your breathing long and strong as opposed to stressed and shallow. When you lift you should ALWAYS breathe out as this decreases the pressure on your spinal discs and helps prevent you "popping a disc".
- ✚ Get a firm grasp of the object before beginning the lift.
- ✚ Begin by slowly lifting with your legs. **NEVER** twist your body while lifting.
- ✚ Once the lift is complete, keep the object as close to your body as possible. As the load's center of gravity moves away from the body, there is a dramatic increase of force to the lumbar region of the back.
- ✚ **NEVER** twist your waist while carrying the load. Turn your body by using your feet.
- ✚ When lifting with another person, give verbal instructions clearly – say: "lift", "walk", "set down" or "unload".
- ✚ When two or more employees are carrying an object, each employee should face the direction of travel when possible.
- ✚ Walk around and use backward-bending and/or stomach-lying stretching positions before or after bending or heavy lifting, especially if you've been sitting for a while.

Identify the Hazards **BEFORE** You Attempt to Lift

- ✚ Are you wearing the proper gloves for lifting tools and materials? Are they in good condition? Slick gloves will not give you the grip you need.
- ✚ Is the load too heavy or awkward for one person?
- ✚ Is anything protruding from the load, such as nails, splinters, sharp edges, or rough strapping?
- ✚ Is my path of travel flat and clear of obstructions?
- ✚ Are you using proper lifting procedures?

How can I avoid back injuries?

- ✚ It is has been a Winger policy since January 2014, to begin your day with stretches and again throughout the day as needed.
- ✚ Remember, what you put into it your stretches will determine your outcome. Stretches must be done properly to achieve the desired results. Target areas are necks, shoulders, elbows, wrists, waist, back, hips, knees and ankles.
- ✚ Take care of YOURSELF! Be proactive. Your body is the most important asset you have. You can't be as productive at work or to your family if you have a strain or sprain.
- ✚ Get the rest you need. The gaps between your vertebrae will have increased and your cerebrospinal fluid will be replenished.
- ✚ Drink plenty of water. Drinking alcohol excessively after hours leads to dehydration.
- ✚ Warm up before you make a lift. Stretch your legs and your back before lifting anything.
- ✚ Pace yourself. Take many small breaks between lifts if you are lifting a number of things.
- ✚ Don't overdo it—don't try to lift something too heavy for you. If you have to strain to carry the load, it's too heavy.
- ✚ Make sure you have enough room to lift safely. Clear a space around the object before lifting it.
- ✚ Look around before you lift, and look around as you carry. Make sure you can see where you are walking. Know where you are going to put down the load.
- ✚ Avoid walking on slippery, uneven surfaces while carrying something.
- ✚ Don't rely on a back belt to protect you. It hasn't been proven that back belts can protect you from back injury.
- ✚ Get help before you try to lift a heavy load. Use material handling devices as much as possible.



Meeting Date: _____
 Supervisor: _____

Trainer: _____
 Location: _____

Attendees: (Please print clearly)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



WEEKLY SAFETY MEETING

BACK SAFETY QUIZ

(PLEASE CIRCLE THE CORRECT ANSWER)

1. It is mandatory for every Winger employee to begin their work day with stretches. True or False?
2. Stretching benefits YOUR health. True or False?
3. Which of these are the correct equipment for lifting?
 - A. Chain hoists
 - B. Dollies
 - C. Mobilized Equipment
 - D. All of the above
4. Never twist your body while lifting. True or False?
5. Never hold your breath. True or False?
6. When 2 or more employees are carrying an object, both employees should face the direction of travel when possible. True or False?
7. When lifting with another person, give verbal instruction such as:
 - A. Lift
 - B. Walk
 - C. Set Down/Unload
 - D. All of the above
8. Squat down bending at the knees, not your waist. Tuck your chin while keeping your back as vertical as possible. True or False?
9. Stand close to the load with your feet spread apart about shoulder width, with one foot slightly in front of the other for balance. True or False?
10. I can avoid injuries by:
 - Performing proper stretches before working and throughout the day as needed
 - Taking care of myself
 - Don't hold my breath
 - Drinking plenty of water
 - Getting a good night's sleep
 - Asking for help!

True or False?

Printed Name: _____ **Trained by:** _____

Signature: _____ **Trained by Signature:** _____

Date: _____ **Location:** _____