

## JOB SAFETY ANALYSIS FORM

<b>JOB SAFETY ANALYSIS</b>	Job Title: <b>Lifting/Carrying Objects</b>	JSA Number	DATE:	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED Page:    of
	TITLE OF PERSON WHO DOES JOB:	SUPERVISOR:	ANALYSIS BY: REVIEWED BY: APPROVED BY:	
	PLANT LOCATION:	DEPARTMENT:		
SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS		RECOMMENDED ACTION OR PROCEDURE	
General Use	Trauma from impact		Situational awareness and gloves	
	Foot injury from dropped object on foot		Wear steel toed safety boots or shoes	
<p>Pre-Start Checklist:</p> <ul style="list-style-type: none"> <li>Perform preoperational inspection and document inspection using checklist.</li> </ul> <p>PPE Require:</p> <ul style="list-style-type: none"> <li>Safety shoes/boots</li> <li>Gloves</li> </ul> <p>Equipment Procedures/Requirements:</p> <ul style="list-style-type: none"> <li>Use two (2) people to move/lift heavy/awkward objects.</li> <li>Take occasional breaks to avoid repetitive motion injury.</li> <li>Use proper lifting techniques.</li> <li>Use mechanical means to lift/transport objects if available.</li> <li>Operate equipment in strict accordance with manufacturer's instructions.</li> <li>Only authorized users can operate equipment.</li> <li>Report any observed defect or safety hazard to your supervisor immediately.</li> <li>Where any object handled would possibly cause injury to feet if dropped, safety shoes/boots will be worn.</li> <li>Where any object handled could possibly cause cuts, punctures or abrasions to hands, appropriate gloves will be worn. (Exception: where rotating machinery presents a greater hazard of entangling gloves, they are optional with a written justification).</li> <li>Keep hands, hair and loose clothing clear of all moving parts.</li> </ul>				

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### HOW TO... LIFT CORRECTLY

#### THE WRONG WAY

LEGS STRAIGHT,  
BACK BENT, PUTS ALL  
STRAIN ON THE MUSCLES  
OF THE BACK AND ABDOMEN.



#### THE RIGHT WAY

• LEGS BENT  
• BACK KEPT AS STRAIGHT AS POSSIBLE  
• LOAD CLOSE TO BODY  
• GRIPPED AT OPPOSITE CORNERS



Back injuries are a leading cause of lost work time. Not using proper lifting techniques can lead to a painful and debilitating back injury. Always consider the load you're about to lift and never over-exert yourself! **Lifting Methods:** There are 3 basic methods of lifting, that is, straight back-bent knees, free style, and kinetic. Each has advantages and limitations. The kinetic method is the most widely accepted and taught because it provides more stability for the worker while reducing load on the back muscles and disks.

- Position feet correctly. Place feet far enough apart for balance with one foot to rear of the object and the other foot slightly ahead of the other and to the side of the object.
- Crouch close to the load. Crouching is preferred to squatting. Stay close to the load to minimize strain on the back muscles.
- Pick up materials with a full palm grip. Do not attempt to pick up weights with a fingertip grip. Ensure that the load is free of grease or sharp points that could cause injury. Use suitable gloves when necessary.
- Always keep the back as straight as possible. It may not be possible to keep the back in the vertical plane but avoid arching the back. Bend from the hips and not from the middle of the back.
- With the arms, slide the object toward the body to give it some motion (kinetic energy). At the same time, use the legs to lift the object and bring the back to a vertical position. Keep the object close to the body while lifting. Do not turn at the waist to change direction or to put an object down. Turn the whole body and crouch down to lower the object.

<p><b>1.</b></p> <p><b>PLAN YOUR LIFT AND TEST THE LOAD.</b> Before you lift, think about the item you are going to move and ask yourself: "Can I lift this alone?" "Is it too awkward for one person?" "Is the path clear?" Also test the load to see approximately how heavy it is before lifting.</p>	<p><b>2.</b></p> <p><b>ASK FOR HELP.</b> If the load is too heavy or too awkward for you to lift ask for assistance.</p>	<p><b>3.</b></p> <p><b>GET A FIRM FOOTING.</b> Keep your feet apart for a stable base and point your toes out.</p>	<p><b>4.</b></p> <p><b>BEND YOUR KNEES.</b> Don't bend at the waist. Keep the principles of leverage in mind at all times. Don't do more work than you have to.</p>
<p><b>5.</b></p> <p><b>TIGHTEN YOUR STOMACH MUSCLES.</b> Use intra-abdominal pressure to support your spine when you lift, offsetting the force of the load. Train your muscles to work together.</p>	<p><b>6.</b></p> <p><b>LIFT WITH YOUR LEGS.</b> Let your leg muscles do the work of lifting. Don't rely on your weaker back muscles.</p>	<p><b>7.</b></p> <p><b>KEEP THE LOAD CLOSE.</b> Don't hold the load away from your body. The closer it is to your spine, the less force it exerts on your back.</p>	<p><b>8.</b></p> <p><b>KEEP YOUR BACK UPRIGHT.</b> Whether lifting or putting down the load, don't add the weight of your body to the load. Avoid twisting.</p>

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**Carrying Methods.** Acceptable carrying methods differ, based upon the type of material, distance, and number of workers. Workers should be instructed during initial training in each procedure (for example, neck, shoulder, side, tray, two-person, and under-arm carry methods, etc.). Some points to remember are:

- Use gloves to protect the hands and safety shoes to protect the feet.
- Inspect objects for slivers, sharp edges, rough surfaces, or slippery surfaces before attempting to lift.
- Keep fingers away from pinch and shear points.
- Do not carry a load that obstructs the view of the direction of travel. Make sure that the path of travel is clear.
- Do not turn at the waist to change direction or to put an object down. Turn the whole body and crouch down to lower the object.
- When carrying items up or down stairways:
  - ␣ Adhere to the weight carrying standards contained in Mil Std 1472C or as directed by the supervisor.
  - ␣ Try to reduce the bulk or size of the object carried to allow for maximum visibility.
  - ␣ Use assistance when required and available.