

ON - THE - MOVE

(Custodians)

Custodians. Congratulations, you made it safely through another year. Don't let these last couple of weeks catch you off guard. Use the right lifting technique at all times. You are always on the move trying to juggle the special requests at the end of the year. That's why it's so important to pace yourselves. If necessary, ask for more time to do those one-time jobs safely. Here's a few tips for protecting your valuable back.

- Make sure you test the weight of garbage cans prior to lifting. Teachers tend to load 'em up at the end of the year.
- If you have a lot of lifting to do, try to break up the lifting into 1-hour increments. In other words, lift for an hour and then take an hour off from lifting and go do another task that doesn't require lifting.
- ALWAYS** use a hand truck, dolly or cart to move boxes. If you don't have access to one of these material handlers, request one from your principal or supervisor.
- Get help when material is too heavy! Don't try to do it yourself to save time. Only you know how much you can SAFELY lift.
- If the load is too heavy, split it up into two smaller loads. Always make multiple trips with lighter loads than one trip with a heavy load.
- Remember to use a safe lifting technique. ALWAYS keep your back straight. To do this, bend your knees, get as close to the load as possible, **don't** look at the load—keep your chin up, and tighten your stomach muscles while performing the lift. Do the same when lowering the load.

Instructions for supervisor in presenting this information to your employees:

1. Ensure all participating employees sign a "Training Attendance Sheet".
2. Please paraphrase or read verbatim—not simply hand out.
3. Remember to emphasize the importance of working safely.
4. Retain the Training Attendance Sheet in your Safety Program Binder.

5 - Minute Safety Meeting (June 2009)