



# COUNTY OF NORTHERN LIGHTS

## POLICY

### ERGONOMICS/MANUAL MATERIAL HANDLING

CREATED: 2/9/2025

REVISED:

TOTAL PAGES: 2

## INTRODUCTION

It is our policy that all workers learn how to properly lift and handle loads in the methods described in this policy. We choose to have our workers seek assistance from other workers and to use machines or lifting devices whenever possible.

## HEAVY LOADS

Mechanized equipment should be used for material handling, whenever practicable. If the equipment provided is not reasonably practicable in a particular circumstance or for a particular heavy or awkward load, inform your supervisor and we will take all practicable means,

- a) to adapt the load to facilitate lifting, lowering, pushing, pulling, carrying, handling or transporting the load without injuring workers, or
- b) to otherwise minimize the manual handling required to move the load.

Before a worker manually lifts, lowers, pushes, pulls, carries, handles or transports a load that could injure the worker, hazard assessment must be performed considering the following:

- a) the weight of the load,
- b) the size of the load,
- c) the shape of the load,
- d) the number of times the load will be moved, and
- e) the manner in which the load will be moved.

Lift the load properly:

- a) Stand with feet shoulder-width apart, one foot slightly ahead of the other, for a stable base.
- b) Bend Your Knees: Squat down, bending at the knees and hips, to lower your center of gravity.
- c) Engage Your Core: Tighten your abdominal and back muscles to stabilize your spine.
- d) Maintain a Straight Back: Keep your back straight throughout the lift, avoiding excessive bending.
- e) Keep the Load Close: Hold the object close to your body, at your belly button level, to minimize strain.
- f) Use a Firm Grip: Use both hands for a secure grip, and avoid gripping with just a few fingers.
- g) Lift Smoothly: Lift with a smooth, controlled motion, using your legs and core, not just your back.
- h) Avoid Twisting: If you need to turn, pivot your feet rather than twisting your body.
- i) Set Down Safely: Use the same principles as lifting to set the load down, bending at the knees and hips.
- j) Avoid Jerky Movements: Lower the load slowly and smoothly, avoiding sudden movements.
- k) Take Breaks: If you feel fatigued, set the load down and rest before continuing.

## TRAINING

All workers who may be exposed to the possibility of musculoskeletal injury must be trained in specific measures to eliminate or reduce that possibility. This training includes:

- Identification of factors that could lead to a musculoskeletal injury,
- The early signs and symptoms of musculoskeletal injury and their potential health effects, and
- Preventive measures including, where applicable, the use of altered work procedures, mechanical aids, and personal protective equipment.

## COMMUNICATION

As per the company's Safety Management System Manual, and corporate communication policy, all applicable policies and procedures are reviewed with all new employees prior to engaging in any work activities (during orientation) and annually with seasonal/returning employees (refresher training).

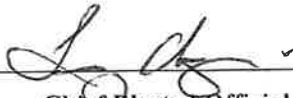


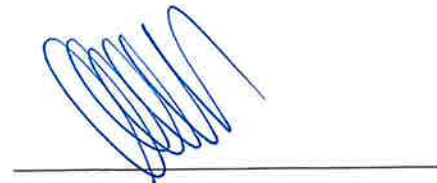
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Chief Elected Official

  
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Chief Administrative Officer