

Daily Toolbox Talk

Topic: Manual Lifting

Don't be afraid to ask a worker to lead or help lead a toolbox talk. Variety helps to engage your audience.

Date:

Location:

Lead by:

Information

Safe Lifting Steps:

- Approximate weight of materials to be lifted, this can be done by gently rocking or shifting the load
- Plan your path and remove any obstructions
- Acquire assistance if necessary or mechanical lifting device
- Ensure you are wearing all required PPE
- Get as close to the load as possible
- Bend with your knees and not your back
- Ensure good grip before lifting
- Lift your head first, your back should straighten automatically
- Lift slowly and smoothly, without jerking
- Keep back straight, turn your feet and not hips or shoulders to avoid twisting
- Keep heavy object close to the body
- Ensure good communication for lowering or lifting when doing team lifts
- Lower the load slowly and smoothly, continuing to bend with the knees

Other:

- If you feel any pain or discomfort slowly set down the load and seek assistance

Your Workplace

Why is the company talking about this today?

When is manual lifting required? In what department?

Has there been a recent incident involving manual lifting?

Choose the information that is directly relevant to your company.

Ensure you know and understand the material, don't just read off the paper.

Questions for Workers

Find questions to engage workers

When do you perform manual lifts at work?

Are there tools that can be used that eliminate manual lifting?

Can anyone describe the proper lifting procedures when conducting manual lifts?

Have questions that will directly engage the workers. Make them think of scenarios where they would apply the current topic.

Employee Suggestions

What do you suggest?

Allow workers to make suggestions or comments about the topic.

Follow Up

Action items:

Is there extra research that needs to be done to answer questions or suggestions? Set a deadline to complete this and be sure to bring the information back to the workers

Assigned to:

Due date:

Additional Legislation



Alberta Occupational Health & Safety Code
Part 14, Section 208 – 211.1

Manitoba Workplace Safety & Health Regulation
Part 8

Saskatchewan Occupational Health & Safety Regulation
Part 6, Section 78

