

MSFC Guidelines for ~~SAFE MOVING OF FURNITURE~~



Planning and Anticipating Problems

1. Perform a mental lift first
2. Size up the load/test the weight by lifting one corner
3. Get help, use team approach
4. Find a better way, consider material handling equipment
5. Solve repetitive problems, avoid same problem in future
6. Check/Clear the pathway before beginning move
7. Lift less, divide the load in smaller parts
8. Think along the way, be alert, watch for problem areas

Five Step Guide to Safe Lifting

1. Get a firm footing, with your feet apart for a stable stance. Stand close to load. Squat (don't bend waist). Take a deep breath and tighten stomach muscles to help support your back under load.
2. Lift with your legs – they're a lot stronger than your back, bringing your back to the vertical position.
3. Hold load close to your body – puts less strain on your back.
4. If you must turn, turn with your feet, not by twisting your back.
5. Set the load down again by squatting, not by bending your back. Keep your fingers out from under the load!

Back Injury Prevention Tips

Poor body mechanics and bad lifting habits usually “trigger” a back injury and are more likely to do so if your overall physical condition is poor. Remember these techniques to help escape injury:

1. Avoid using fast, jerking motions when lifting
2. Avoid bending and twisting at the same time
3. Avoid picking up heavy objects placed below the knees
4. Avoid handling a load too far away; Keep the load close to your body
5. Keep you back straight
6. Tighten your stomach muscles
7. Stay in good physical condition
8. Stretch and loosen up before work
9. Lift it twice (first mentally, then physically)
10. Teamwork! If the load is too heavy, two persons should carry the load
11. Always bend your knees when lifting, never bend your back

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Use a Hand Truck

One of the best ways to avoid suffering a muscle strain or sprain is to use a hand truck.

Although hand trucks appear to be fairly simple devices, users must remember a few basic safety procedures:

- Use a hand truck that is appropriate for the job and the load to be carried.
- When stacking items on the hand truck, keep the heaviest load on the bottom to lower the center of gravity.
- Balance the load forward on the axle of the hand truck, so the weight will not be carried by the handle.
- Never stack items so high that you can't see where you're going.
- When carrying multiple boxes side by side, attempt to stagger them to "lock in" the boxes.
- Be sure the items to be transported on the hand truck are sturdy enough to be moved in this manner. Secure any bulky, awkward or delicate objects to the truck.
- Plan your route. Be aware of potential hazards to be encountered during the path of travel.
- As a rule, avoid walking backwards with a hand truck. Remember the back care rule: It is safer to "*push*" than to pull.
- Hand truck injuries typically occur by getting your hand pinched between the handles and a nearby stationary object, so take care when working your way through tight spaces. The use of gloves can provide extra protection.
- Always maintain a safe speed and keep the hand truck under control.
- Always park the hand trucks in a designated area, never in aisles or other places where they may cause a trip hazard or traffic obstruction. Two wheeled hand trucks should be stored on the chisel with handles leaning against a wall.