 <b>BRANDON UNIVERSITY</b>  <b>Safe Work Procedure</b>	<b>Physical Plant</b> <b>Moving Furniture – Heavy Lifting</b>	<b>Approved by:</b> Michael McCormick <b>Author:</b> Michelle Augustyn <b>Reviewed by:</b> WSH Committee Member
Version 1.0 PP-SWP-BSW-016	<b>First Approved: January 2018</b> <b>Reviewed: March 2023</b>	<b>Update By: March 2026</b>

Potential Hazards:			
H	M	L	Risk for Injury
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Awkward / sustained postures
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Biological pathogens
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chemicals
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Combustibles / flammables
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Electrical hazards
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Extreme heat / cold
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forceful exertions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Material falling
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Moving machinery / parts
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Noise
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pinch points
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Repetitive motions
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sharp points / edges
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Skin compression
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Surfaces causing falls
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Traffic – Vehicle or pedestrian
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Two Person Job
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vibration
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Violence / Psychological Hazard
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other - _____

**Risks:** Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your manager or supervisor immediately.

Equipment/Devices or PPE Required:	
<input type="checkbox"/> Head Protection	<input checked="" type="checkbox"/> Body Protection
<input type="checkbox"/> Eye Protection	<input checked="" type="checkbox"/> Hand Protection
<input type="checkbox"/> Ear Protection	<input checked="" type="checkbox"/> Foot Protection
<input type="checkbox"/> Face Protection	<input type="checkbox"/> High Visibility Wear
<input checked="" type="checkbox"/> Other Protection Dust Mask if required	
CSA approved safety eyewear; gloves;	
CSA approved footwear; back belt/brace	

Required Training:
<input type="checkbox"/> WHMIS
<input checked="" type="checkbox"/> Task performed and reviewed by competent person
<input checked="" type="checkbox"/> other associated BSW SWPs
<input checked="" type="checkbox"/> BSW job description – lifting 50lbs/22.68kg

All employees shall be trained on required Safe Work Procedures (SWP) until competent. This will include a review of SWP documentation and hands-on training as required. Employees are responsible for performing the task in accordance with training, established health and safety regulations/guidelines, policies, and procedures. Managers, supervisors, or delegates will ensure all duties are performed in accordance with training, established health and safety regulations/guidelines, policies, and procedures.




**NOTE:** Additional Potential Hazards  
Use equipment that is appropriately sized for you and do not leave equipment unattended.

## Steps to Perform This Task Safely:

	Instructions	Photo
Pre-use	Inspect and don all required PPE.	
Pre-use	<p>Use safe body mechanics including:</p> <ul style="list-style-type: none"> <li>▪ Bend at the knees and hips when lifting rather than rounding your back forward.</li> <li>▪ Avoid forcefully twisting with a load as it greatly increases the stress on your back and shoulders.</li> <li>▪ Use a wide stance, a wide grip on the shovel, and try to keep your back straight and upright.</li> <li>▪ Take small steps to turn to avoid twisting your back especially when carrying loads.</li> </ul>	
NOTE	<p>Plan your activity before you start:</p> <ul style="list-style-type: none"> <li>▪ Reduce the number of times objects are moved by planning the move.</li> <li>▪ Identify weight, size, and recommended handling instructions for all relevant objects.</li> <li>▪ Check moving path for clearances and remove obstacles that may be blocking the path. Confirm the route when lifting with other team members.</li> <li>▪ Allocate sufficient time and staff to complete activities.</li> </ul>	
1.	Use a lifting aid (trolley, cart, wheeler, dolly, etc.) whenever possible to aid in moving items.	
2.	Break down large and heavy loads into more manageable sizes and weights.	
3.	Know your limits. Test the load to ensure that you can handle it safely especially if the load is heavy or has an awkward shape.	
NOTE	If you cannot manage, or you are not sure, radio for assistance.	
4.	Keep the load close to your body to reduce strains. Keep the heaviest side of the load next to your body to avoid uneven forces on the spines.	
5.	Use your body weight to start the load moving if using a trolley. Push rather pull whenever possible.	
6.	Lift using your legs, not your back.	
7.	Take small steps to turn to avoid twisting your back.	
8.	Take frequent micro breaks to stretch your back as needed during heavy lifting tasks.	
9.	If there is a lot of moving heavy items, break it up with other tasks such as, going inside and cleaning a washroom.	
10.	Once move is complete, return any items used in the move to there storage location.	
	In addition to above, for lifts with multiple people:	
1.	Try to have staff that are of similar height and capability where possible.	
2.	Ensure the number of staff is in proportion to the weight of the load and the difficulty of the lift.	
3.	Ensure team members know their responsibilities during the lift.	

4.	Ensure there is enough space to move with all staff involved.	
5.	Ensure the load is shared equally so as not to shift to one person.	
6.	Walk in tandem step to avoid tripping.	
7.	Avoid team lifting on routes that travel steps or on slopes where most of the weight will be borne by the handler at the lower end.	
8.	Once move is complete, return any items used in the move to there storage location.	
<b>NOTE</b>	As per the BSW job description, BSWs may be required to lift up to 50lbs/22.68kg. When items exceed this weight, 2 people are required.	
<b>Prohibited activities</b>	Refrain from moving heavy objects on stairs without assistance. Refrain from sliding heavy materials downstairs.	

If an emergency situation or equipment malfunction occurs while using the equipment, shut the unit off immediately and report to your supervisor. Report any hazardous situation to your supervisor / WSH Advisor.

Author:	Approved By: Michael McCormick	Reviewed By: WSH Committee
		

RELATED MATERIAL – TBD by supervisor

REFERENCES - WSH Act/Regulations -

[https://www.gov.mb.ca/labour/safety/pdf/whs\\_workplace\\_safety\\_act\\_and\\_regs.pdf](https://www.gov.mb.ca/labour/safety/pdf/whs_workplace_safety_act_and_regs.pdf)