



## PALM BEACH STATE COLLEGE PERSONAL PROTECTIVE EQUIPMENT (PPE) JOB HAZARD ASSESSMENT

<b>Department:</b> Facilities	<b>Campus:</b> All
<b>Task:</b> Lift/Carry/Move Furniture, Boxes, Other Equipment, Objects and Materials	
<b>Job Title(s) Performing Task:</b> Groundskeeper, Maintenance Mechanic, Maintenance Worker, Other Employees	

*Reviewed by Guy Clark, Lead Maintenance Mechanic, July 23, 2015*

Task Step/Sub-Tasks	Hazard(s)	Recommended PPE (Bolded)/Controls
All lifting, moving and carrying activities have a risk of back and other musculoskeletal injuries.	Ergonomics (back strain or other strain)	Lifting/Back Safety training Do stretching and warm-up exercises before starting work.
1. Size up the load.	Ergonomics (back strain or other strain)	<ul style="list-style-type: none"> <li>Decide if you can handle it alone or if you will need help. When in doubt, <u>ask for help</u>.</li> <li>Never try to lift an item weighing over 50 pounds by yourself.</li> <li>Always use mechanical equipment like a dolly or hand truck to lift heavy objects, if at all possible.</li> </ul>
2. Size up the area.	Ergonomics (back strain or other strain)	Make sure the path is clear of obstructions and you are facing the direction of the travel prior to lifting.
3. Limber up before attempting the lift.	Ergonomics (back strain or other strain)	Do some stretching exercises.
4. Take a balanced stance with your feet wider than shoulder-width apart.	Ergonomics (back strain or other strain)	Good foot position allows you to keep your balance and use your leg muscles.
5. Place your feet firmly on either side of the object by straddling a corner so that you can get as close to it as possible.	Ergonomics (back strain or other strain)	A close position will reduce the forces on your back.
6. Bend your knees and squat, keeping your heels flat, your back straight and your head and eyes up.	Ergonomics (back strain or other strain)	This position will allow you to use your legs to do the lifting.

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7. Grip the object.	Ergonomics (back strain or other strain)	Use your palms, not just your fingers, to get a secure grip on the load.
	Cuts (from splinters, sharp edges, nails)	Wear <b>work gloves</b> .
8. Lift gradually in a steady movement (without jerking) using your leg muscles like an elevator to raise the load and keeping it as close to you as possible.	Ergonomics (back strain or other strain)	<ul style="list-style-type: none"> <li>• Keep the back as straight as possible while lifting.</li> <li>• Tighten your abdominal muscles to support your spine.</li> <li>• Keep your head, chin and chest up so that you are looking outward.</li> <li>• Lift with your leg muscles, not your back. Push straight up, like an elevator.</li> <li>• Lift steadily and smoothly without jerking.</li> <li>• Breathe. If you must hold your breath to lift the object, it is too heavy – <u>GET HELP</u>.</li> </ul>
9. Once you're standing, change directions by pointing your feet in the direction you want to go and turning your whole body.	Ergonomics (back strain or other strain)	<u>Do not twist your upper body</u> while carrying the load. Twisting compounds the stresses and forces of lifting and carrying an object and also affects your center of balance.
10. Carry object to desired location.	Ergonomics (back strain or other strain)	Walk slowly and maintain firm footing.
11. To put the load down, do the reverse.	Ergonomics (back strain or other strain)	Follow all precautions noted above.
	Compression (from setting load on fingers)	Wear <b>work gloves</b> . Take when putting the object down so that it is not placed on any body parts.
12. Employ team lifting whenever possible.	Ergonomics (back strain or other strain)	<ul style="list-style-type: none"> <li>• <u>Get help</u> if the shape is too awkward or the object is too heavy for you to lift and move by yourself!</li> </ul>

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<p>12 (continued). Employ team lifting whenever possible.</p>	<p>Ergonomics (back strain or other strain)</p>	<ul style="list-style-type: none"> <li>• Teamwork is critical when someone is helping you lift and carry a load. Both of you should discuss and decide, in advance, the route you will take and how you're going to handle the load.</li> <li>• The person in the position to observe and direct the other should be the leader.</li> <li>• Lifting, carrying and lowering should be done in unison.</li> <li>• Communicate with your lifting partner; let him or her know what's happening.</li> <li>• If you feel that your grip is slipping, warn your partner. Set the load down if possible. Let it fall if not – don't try to stop it.</li> </ul>
<p>13. Use a dolly, hand truck, cart or other materials handling equipment to move heavy objects from one location to another whenever possible, and whenever the load is too heavy for two people.</p>	<p>Ergonomics (back strain or other strain)</p>	<p>It is better to push a dolly, hand truck or cart than it is to pull it. However, if you do have to pull it, consciously force yourself to tighten your stomach muscles and try to maintain good body posture.</p>

**NOTE:** Basic hazard categories include – **impact** (falling/flying objects, struck by), **falls from height**, **penetration** (sharp objects piercing foot/hand, other body parts), **compression** (roll-over or pinching), **cuts, burns, chemical exposure** (inhalation, ingestion, skin contact, eye contact or injection), **heat, extreme cold, harmful dust, noise, light (optical) radiation** (welding, brazing, cutting, furnaces, etc.), **ionizing radiation, non-ionizing (RF energy) radiation, electrical shock, ergonomics** (includes back strain or other strain due to lifting/stretching) and **biologic**.



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**CERTIFICATION:** I certify that I have personally performed the above Job Hazard Assessment on the date indicated below. *This document is a Certification of the Hazard Assessment required by 29 CFR 1910.132(d)(2).*

Larry L. Leskovjan	<i>Larry L. Leskovjan</i>	July 23, 2015
<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>