

LIFTING AND TRANSPORTATION LIMITATIONS

As you help others it is extremely important to protect yourself from injury. These procedures are for your safety as well as the safety of the individual you are assisting.

BE SURE TO FOLLOW THESE PROCEDURES AT ALL TIMES.

LIFTING

1. Never lift or move heavy objects without assistance.

- a. If it feels heavy or awkward, **DO NOT LIFT IT ALONE.**
- b. Help can be another person or a cart or both.

ALWAYS USE A CART TO TRANSPORT ANY OBJECT YOU WOULD NOT NORMALLY BE TRANSPORTING (Extra boxes, bags, clothing, etc.)

2. Always follow these steps when lifting or moving an object:

- a. Bend your knees, not your back, to lift a low object.
- b. Position yourself so that the weight you will lift is close to your body.
- c. Lift with your arms and knees, not your back, as you keep the weight of the object close to your body.
- d. Turn your entire body to move the object to another location. Do not twist at the waist.

TRANSPORTATION

1. **NEVER HELP SOMEONE GET UP FROM, OUT OFF, OR OFF** of any furniture or equipment. Only paid staff members do that. **THIS IS FOR YOUR PROTECTION.**
2. **CHECK WITH THE MANAGER OF YOUR ASSIGNMENT DEPARTMENT** before providing any kind of assistance with patient transportation. There may be specific criteria and limitations in that department.
3. **INSTRUCTION ON WHEELCHAIR TRANSPORTATION SAFETY IS REQUIRED** before you may transport someone in a wheelchair. This instruction is given by a qualified hospital staff member.

I have read and understand the above procedures. Initials: _____