**Section 3.4: TLR-Object Moving**

**Steps to a Moving Task**

* Assess: complete a risk assessment of self, environment, equipment, object, not just once, but also In the moment the task is being performed
* Select: the safest moving technique will be determined through the risk assessment process
* Prepare: footwear, personal protective equipment (PPE), equipment, assistance, roles clarified, command established, route, second location, pathway, clear visibility
* Move: In the Moment Assessment
* Evaluate: ask yourself questions
* Communicate: verbal and written

**Good Posture**

**Standing Posture:**

* tighten core
* flex the knees often
* work at an appropriate height for the task
* wear comfortable shoes that have support and are appropriate for the task
* stand on a cushioned or anti-fatigue mat when standing for extended periods of time
* to assist in relieving the static posture of standing, place one foot up on an elevated ledge
* (e.g., 10-15cm or 4-6” high)

**Sitting Posture:**

* sit in alignment with ears over shoulders and shoulders over hips. Position reading material to avoid looking up or down for prolonged periods of time
* use a chair appropriate for the task that provides good lumbar support
* sit with feet flat on the floor, thighs at approximately a 90 degree angle, and knees slightly lower than the hips
* place both feet on appropriate foot rests when necessary
* sit close to the work
* stretch frequently

**TLR-Object Moving Checkpoints to Safe Body Mechanics**

**Safe Stance**

* Feet shoulder width apart (parallel or stride stance)

**For the Top**

* Ears over shoulders
* Shoulders over hips

**For the Bottom**

* Bend at the knees (e.g., soft knees)
* Bend at the hips
* “sit” into it (buttocks move down and back)
* Tighten core (i.e., abdominal muscles)

**Safe effective grip**

* Wrists in neutral position (wrists aligned with forearm)
* Elbows close to your sides
* Thumbs up or out

**Comfort Zone**

* Vertical zone: area between the shoulders and thighs (where the fingertips touch the thighs when standing in an upright posture); and
* Horizontal zone: area in front of you when your elbows are at or near a 90 degrees angle and are close to your sides
* Keep the load close

**Weight Transfer**

* Side to side
* Front to back

**TLR-Object Moving Safe Work Practice – TLR-Object Moving in the Moment Risk Assessment**

For each object moving task:

**Verify** before performing a moving technique. Find out:

* what you need to know about the object through labeling, co-workers
* what may be new or has changed since the last move, last shift
* is the moving technique a lift or reposition and what equipment is needed

**Assess** for risks:

* assess yourself before, during and even after the moving task: ask yourself questions such as “How am I feeling?”, “What is my attitude like today?”
* assess the environment: clutter, noise, lighting, aggression/violence
* assess the equipment: ensure appropriate assistance and equipment is available in quantity, capacity and quality
* assess the object: hot, cold, heavy, awkward

**Select** the moving technique:

* ensure it is the safest technique if it is already identified
* the technique may need to change if the assessment has identified a change

**Prepare** for the move:

* appropriate footwear
* the plan is in place (equipment, assistance, route)
* clear visibility

**Move** the object:

* duties are assigned
* use safe body mechanics (stance, grip, weight transfer)
* use the appropriate steps for the moving task

**Evaluate**

* did you feel that the move compromised your own safe body mechanics
* at any time did you feel the load was too heavy, awkward or unstable

**Communicate**

* what went well
* what the recommended moving technique should be
* how risks were eliminated or managed
* what needs to be documented