

BEFORE YOU LIFT, READ THIS!

Safe lifting can help you avoid sprains, strains and other painful injuries when working with heavy or awkward loads. Here's how:

When lifting a load from ground level:

- Get as close as possible to the load.
- Bend your knees, not your back.
- Get a good grip on the object and test its weight.
- Keep the load close to your body and lift using your legs.

When lifting a load from overhead:

- Always stand on a stable surface before you attempt the lift.
- Test the load to be sure you can lift it safely.
- Take the object off of the shelf or support carefully, maintaining your balance.
- Maintain control of the load, and bring it down to waist level.

When lifting from a shelf, desk or counter:

- Pull the load close to your body and test its weight.
- Shift the weight of the load to your legs by keeping it close.
- Avoid reaching and lifting at the same time.



Workplace safety tips brought to you by the insurance specialists at
RJ Ahmann Company.

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Psst! What's Your Body Trying to Tell You?

Working with a computer doesn't have to be a strain. To make your work more pleasant and less stressful on your body, be on the lookout for warning signs which indicate that your working conditions need to be adjusted.

- *Eyestrain and headaches:* Adjust your computer screen because it may be too bright or not bright enough, and make sure it's positioned an arm's length away from where you are sitting. Eliminate sources of glare on the screen, and if eye strain continues, consider having an eye exam.
- *Sore hands, wrists, arms, shoulders:* These conditions indicate that you aren't sitting properly. Make sure that you have arm and wrist supports. Raise or lower the keyboard so that your arms are at a 90-degree angle (like the letter "L").
- *Sore back:* These conditions indicate that you're slouching, or working in a chair that doesn't provide enough support. Try placing a rolled up towel in the small of your back to ease the strain.
- *Numbness in your legs and feet:* The chair may be restricting blood circulation. Try using a footrest or a chair with a downward-curving front edge.

Did You Know?

- The "save" icon on the Microsoft Word toolbar is a floppy disk, with the shutter on backwards.
- There are 6,000 new computer viruses popping up each month.