

TRAINING CARD: Studio A Railing & Safe Lifti

TRC INTERNAL CHAMPION(S) (i/e who can mentor on this):

WHAT are we learning how to do? How to safely lift Studio A external railing system..	WHY is this important? To ensure the safety of all TRC employees while lifting heavy objects because the safety of our TRC employees is our main priority.
HOW do we do it? (<i>steps / parts!</i>) Rules and Regulations - Maximum lifting weight per employee is 50lbs. No one should attempt to lift any object that is heavier than 50lbs. Know your limits! If you are unable to lift 50lbs or need additional accommodations, please notify your team members. - When lifting heavy objects appropriate attire like closed toe shoes and gloves and safety glasses are recommended when appropriate. - Plan ahead and assess the object(s) you will be lifting. Some points to consider: - Assess the object's approximate weight. - Determine if this is a one person job or if you will require additional assistance. Remember 50lbs is the maximum weight one person can carry. Take the total weight of the object and divide it by 50 to determine the correct amount of people. - Determine where you're going to place the object and how you'll get there. What To Avoid - Twisting or turning your body while lifting a heavy object - Attempting to carry a heavy object that is too heavy or too large - Lifting an object above shoulder level - Bending forward rather than squatting down to your heavy object - Using a partial grip with only 1-2 fingers - Lifting or working while fatigued - Obstructing your vision while carrying a heavy object - Rushing through the process - Holding your breath How To Safely Lift (Source: National Safety Compliance OSHA Safety Training) - Before lifting anything, it is important to check your path and surroundings to ensure the work area is flat, dry and free of debris. <i>NOTE: If the area is wet and cannot be dried please proceed with caution; take short steps to keep your balance and walk with your feet pointed outward slightly for a stable base of support.</i> - Decide where you're going to place the object and how you'll get there. - Determine the approximate weight of the object and whether or not it's safe to lift on your own or if you will need additional assistance. - Warming up before lifting can be the defining factor between an injury and gliding through your workload. It is imperative to stretch your back and legs in order to warm up the muscles, some great stretches for this are lower back rotations and the hamstring stretch. You also need good blood flow in order to perform properly so you should do a few jumping jacks or run in place briefly before beginning. - To lift safely, you should stand as close to the heavy object as possible so you don't exert more force onto your back by extending the distance. Then bend your knees and keep your upper body upright so your legs do the lifting rather than your back. Look straight ahead and keep your back straight and shoulders back so you have a slight arch in your lower back. - Get a good grip on the heavy object and use your feet to change direction, taking small steps as you go. As you change direction, lead with your hips and keep your shoulders in line with your hip's movement. Keep the heavy object close to your body with your elbows at your sides. - Lower the heavy object in reverse by lowering your legs and keeping the heavy object close to your body. Keep your head up, stomach muscles tight and the heavy object close to your body.	

While it may seem like this is the easy part, you can injure yourself just as easily with setting down a heavy object as you can picking it up.

4. **SPECIAL INSTRUCTIONS: Lifting railing adjacent to Studio A ****NEED TO GET EXACT WEIGHT OF RAILING******

Please proceed with caution: the railing will require **2-3** staff members to lift and remove it from its current position. IMPORTANT: If at any point you feel you cannot lift the rail please notify your team members immediately.

HOW TO REMOVE RAILING

- a. In order to lift the railing you will need to remove the lock on the bottom right of the railing. Place the lock in a safe location.
- b. Once the lock is removed, **position one staff member on either side of the railing and one in the middle if needed.**
- c. **All lift the railing simultaneously.**

NOTE: Be mindful of where you are placing your hands and feet to avoid any injuries.

- d. Place removed railing parallel from secured railing (facing towards the building) and ensure that once it is placed down safely that it is not blocking the pathway or causing a hazard.

HOW TO RETURN RAILING

- e. **Position one staff member on either side of the railing and one in the middle if needed.**
- f. **All lift the railing simultaneously**
- g. Place railing in its appropriate location
- h. Grab lock and secure the lock on the bottom right of the railing

ADDITIONAL RESOURCES TO DEEPEN YOUR KNOWLEDGE:

1. [Safe Lifting Training For Your Workforce](#) - National Safety Compliance OSHA Safety Training
2. **Link to Resource 2** - DESCRIPTION OF RESOURCE
3. **Link to Resource 3** - DESCRIPTION OF RESOURCE

Resources Katie Used:

<https://www.osha.gov/laws-regs/standardinterpretations/2013-06-04-0>

<https://www.cdc.gov/niosh/docs/94-110/pdfs/94-110revised082021.pdf?id=10.26616/NIOSH PUB94110>

<https://osha-safety-training.net/safe-lifting-training/>