**Warmley Preschool - Employment**

**Safe Lifting Policy and Procedure**

1. **STOP AND THINK**

Plan the lift where the loads going, the route you will follow, and where you would put it down.

1. **CHECK THE WEIGHT**

Lift the edge of the object to get an idea. If it is too heavy get help.

1. **POSITION THE FEET**

Stand close to the object, feet apart, giving a balanced and stable base for lifting.

1. **ADOPT GOOD POSTURE**

Squat down with back straight and chin tucked in, knees bent.

1. **GET A FIRM GRIP**

Grasp the load firmly with elbows tucked in

1. **KEEP THE LOAD CLOSE**

Stand up slowly, lifting with leg muscles, keeping your back straight as you stand.

1. **DON’T’T JERK**

Lift smoothly, keeping control of the load.

1. **MOVE YOUR FEET**

Don’t twist your trunk when turning to the side.

1. **DURING TRANSIT**

Remember to take a rest during transit if you feel you need to.

1. **PUT DOWN**

Put the load down smoothly and slowly, bending your legs. Position the load precisely after putting it down.

# Adoption of Policy

This policy was adopted as follows:

Meeting of Friends of Warmley Preschool

Date Held\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of review\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of the management committee:

Name of Signatory\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role of Signatory\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_