

## Safe Planting Guidelines

### Personal Protective Equipment

- Dress for weather (long sleeves), long sturdy pants
- Footwear - minimum close toed / non slip shoes – best are work boots or steel toed shoes (will not be allowed to do some tasks without steel toed shoes)
- Gloves
- Safety glasses
- Dust mask (available as needed)

### Process

- Warm up by stretching legs and arms
- Work as a team
- Bend at hips or knees, never back



### Load

- Use blocks of wood for leverage
- Always test load and get help as needed

# Teamwork

- Work in groups and designate what terms you will use throughout the process

## Lifting Guidelines

Protect your back when picking up heavy items by:

- maintaining a straight back
- bending your knees
- firmly grasping the object
- slowly lifting with your legs
- do not twist - turn by making small steps

**Plan** before you lift. Remove anything that is in the way. Pushing is easier than pulling. Pulling is easier than carrying. Lowering loads causes less strain than lifting

([http://www.mflohc.mb.ca/fact\\_sheets\\_folder/lifting.html](http://www.mflohc.mb.ca/fact_sheets_folder/lifting.html))

**Get help or use equipment for heavy or bulky loads.**

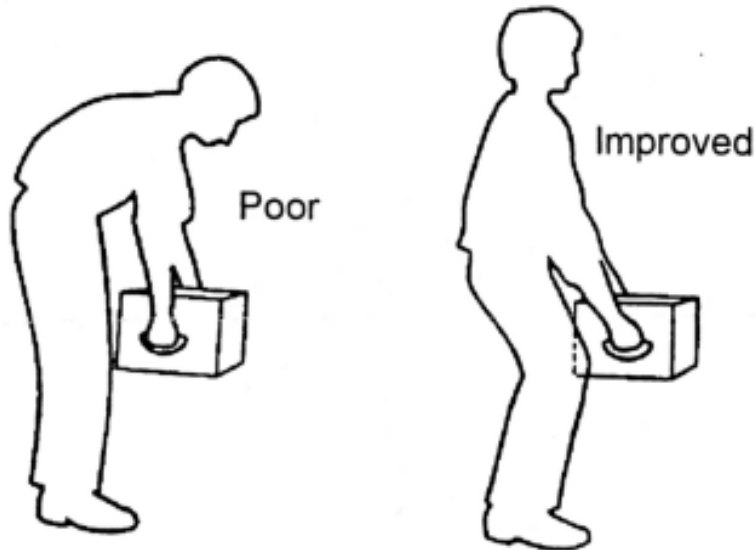
- Test the weight of the load first.
- Face the way you need to move. Avoid twisting or side bending. Turn your entire body.
- Place your feet wide apart to keep your balance.
- Bend your legs so they do the lifting.
- Hold the load close to your body and balance it.
- Lift with as straight a back as is comfortable.
- Tighten your abdominal (stomach) muscles. Bend your legs so they do the lifting. Keep the load between shoulder and knee height. Avoid reaching.

**Plan where to set the load down. Place loads on raised platform**

- Face the way you need to move.
- Lift with as straight a back as is comfortable
- Hold the load close to your body.

## Shovels and Spades Guidelines

- Shovel is a tool used to dig as well as to move loose, granular materials.
- Spade is a used for digging straight-edged holes, trenches, slicing and lifting sod
- Warm-up by stretching legs and arms



### Recommended length

Shovel is below elbow

Spade between elbow and chest height

### Recommended weight of the load to be lifted

- 5 to 7 kg (about 10 to 15 lb)

### Throw height and distance

- 1 metre (about 3 feet)
- Keep tool below shoulder height

## Shoveling Guidelines (shovel)

- Keep feet wide apart. Place front foot close to shovel.
- Put weight on front foot. Use leg to push shovel.
- Shift weight to rear foot. Keep load close to body
- Turn feet in direction of throw



## Digging Guidelines (spade)

- Push spade down using leg muscle.
- Slide load close to body. Ensure load is loose from ground before lifting.

