

14.22 Lifting, Bending and Ladder Safety

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to promote proper lifting, bending and ladder safety practices.

Procedure:

Bending and Lifting

When moving or carrying heavy equipment or supplies, employees must ask for assistance. If no one is available to assist, the employee is to perform all other work until someone becomes available. It is not acceptable for employees to cease work while waiting for assistance. Whenever possible, the employee should plan ahead for assistance to avoid delays. Lifting is to be done with bent knees, using the legs and not the back. In the event of injury, the employee is to contact his/her superior.

Ladders

The use of ladders should be avoided unless absolutely necessary. When ladders cannot be avoided, contact the supervisor for assistance. Employees may use ladders up to six (6) feet high without assistance. Two employees must be present whenever using a ladder higher than six (6) feet. One employee must steady the ladder and safely assist the working individual. Maintenance employees are authorized to use ladders up to eight (8) feet high without assistance. All Goodwill ladders must have "non-slip" feet as approved by OSHA. Employees must be at least 16 years old to use a ladder.

Heavy Trash

Large containers or bags of trash should be broken down into several, less heavy packages. If this is not possible, the supervisor must be called. If the supervisor is unavailable or the trash is still too heavy, it must be tagged with an explanation, projected resolution, the date and the employee's name. It is the supervisor or manager's responsibility to notify the customer and to follow up the situation.