Manual Handling & Ergonomics

SF-LIB-17 | Health | Employer planning starter

Reduce awkward lifting, repetitive work and high-force tasks.

Scope and limits

Employer improvement worksheet informed by OSHA ergonomics guidance. No single weight limit establishes that every lift is safe.

Proposed employer workflow

1. Observe the complete task with workers, including reach, posture, force, repetition and recovery time.
2. Record load dimensions, grip, travel route, frequency and obstacles.
3. Use mechanical assistance, smaller loads or workstation changes where feasible.
4. Plan coordinated handling where needed; team lifting does not automatically make a load safe.
5. Test the revised method with worker feedback and train the actual handling approach.
6. Encourage early reporting of discomfort without blame and reassess tasks after changes.

Stop-work trigger

Stop a lift that cannot be controlled or requires an unplanned awkward reach or unstable footing.

Adapt this resource before use. It is not OSHA-approved, a certification, a permit, or a complete site-specific safety program. The employer must determine applicable rules and approve the actual controls.

Site implementation worksheet

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Employer / site: _____

Administrator / contact: _____

Effective date / next review: _____

Complete these topic-specific arrangements

Task / load / frequency / posture

Procedure / location / responsible person

Proposed redesign or handling aid

Procedure / location / responsible person

Trial results / feedback / follow-up

Procedure / location / responsible person

Attach the supporting plans

Identify applicable federal, State Plan and task-specific rules; attach equipment instructions, assessments, maps and any required written programs or permits. Record their document IDs below.

Supporting document / revision / owner

Employer approval / signature / date: _____

Approval of this worksheet alone does not authorize hazardous work.

Field check & follow-up

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Task / date / reviewer: _____

Mark each item Yes / No / N/A. Explain N/A. Resolve any missing critical control before work; record who verified the correction.

Check	Y / N / N/A	Action / owner
Task observed		
Load and route assessed		
Mechanical aids considered		
Workstation adjusted		
Worker feedback collected		

Crew briefing and verification

Discuss: Stop a lift that cannot be controlled or requires an unplanned awkward reach or unstable footing.

Ask each worker to explain the task controls and who to contact. Record the topic, participant names, demonstration or questions, and unresolved gaps. Attendance alone is not proof of proficiency.

Participants / evidence / gaps / corrective action

Reviewed by / date / follow-up due: _____

Official reference and use

https://www.osha.gov/ergonomics

Source checked Nov 3, 2026. OSHA regulations and recommended guidance have different roles. Verify changes and applicability before adoption. Procedures and forms here are original SafetyFluent planning aids. Copy and adapt for internal workplace use, retaining source and revision details.

Records: assign secure storage, access and retention based on applicable requirements; there is no universal retention period for every form. Keep medical details out of this general crew worksheet.