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GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Health & Safety

TOPIC: Lifting Devices

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POLICY

It is the policy of Community Living Thunder Bay that all **LIFTING DEVICES** be used at all times.

PURPOSE

To improve the overall health and safety of all workers

To ensure that all employees comply with safe **LIFTING** to prevent injury to themselves and others while doing transfers

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PROCEDURE:

RESPONSIBILITY

It is the responsibility of all employees to adhere to this policy by using the appropriate lifting device provided while supporting individuals.

It is the responsibility of all employees to ensure that coworkers are using proper lifting devices provided while supporting individuals. If an employee observes a co-worker using the equipment improperly or not using the proper lifting device they should:

1. First alert the person using the equipment and let them know that they should be using the proper lifting devices.
2. If the problem continues and the person continues to not use the proper lifting devices, the co-worker should inform the supervisor/on call supervisor.

It is the responsibility of the Team Leader/Supervisor to ensure all lifting devices are being used as specified when orientated to the work site.

Team Leaders/Supervisors will ensure that training will be provided at each of the different sites as required.

DISCIPLINE

Employees who do not use the proper lifting devices will be disciplined under the Progressive Discipline Policy. For more information check the Progressive Discipline Policy in the Policies and Procedures manual or contact Human Resources.

Initial: AB

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LIFTING DEVICES AFFIRMATION FORM

I _____ affirm that as an employee of Community Living Thunder Bay, I shall comply with the policies for Device Lifting.

I have read and understand the policies and procedures as they have been explained. I have received training in using Lifting Devices and I am aware of my responsibilities.

Employees Signature _____ Date _____

Witness _____ Date _____

Note: This document is to be kept in employee's personnel file

Note: Employees are required to sign a form for every separate piece of equipment that they are trained on.

