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AVOIDING COMMON INJURIES

Let's take a few minutes to think about several subjects that are important for your safety and health. Here are some basic principles:

1. Use your head before you use your hands -- think about whether you should be using a dolly or a cart or getting help when you need to move something. Figure out whether you will have a clear path to where you are going with it.
2. Remember the safe lifting techniques:
 - Test the load first so that you know how heavy it really is.
 - Grasp the object with your whole hand, not only your fingers.
 - Get as close to it as possible.
 - Keep your feet apart with one foot slightly behind the other.
 - Do not twist your body; move your feet.
 - Squat down rather than bend over, if you can move that way - that is, bend your knees instead of your waist. Keep your back upright.
 - When you have to reach overhead, keep the object as close to your body as possible. When your arms are going up and down instead of extending out in front of you, you have more strength.
 - Tuck in your chin, keep your shoulders back, stick your chest out and keep your elbows close to your body.

When you are using any kind of hand tool, make sure you are using the correct one. You are less likely to make a mistake that can hurt you or ruin work or equipment.

Keep work areas clean and orderly, so you are less likely to hurt yourself or cause someone else to be hurt.