

# A BRIEF LOOK AT -

## BODY MECHANICS



### Basic Principles of Good Body Mechanics:

- Maintain good posture and proper body alignment. Keep your back straight with knees slightly bent and your body weight evenly distributed on both feet.



- Place your feet about 12 inches apart to maintain a broad base of support when lifting.
- Use groups of larger stronger muscles that are found in the shoulders, upper arms, thighs, and hips to lift an object.
- Position yourself so that you are close to the object you are lifting.

- Use both arms and hands to lift, move and/or carry a heavy object.
- Pivot with your feet and turn your whole body to change direction. Avoid twisting the neck or back.
- Push, pull, or slide heavy objects, when possible.
- Ask for assistance to lift loads that may be too heavy or too large. Count “one, two, three” with the person assisting you and lift the load smoothly to avoid strain. Avoid sudden jerky movements.



- Stand close to your work area. Avoid reaching and bending, when possible.
- Face your work area, this prevents unnecessary twisting.
- Bend your hips and knees, keep your back straight and push, using the thigh muscles when lifting a heavy object from the floor. Never bend at the waist.
- Wear sensible, close-toe, low heeled shoes.
- Use a back belt if instructed by your Supervisor.
- Immediately report any employee injury to the office.

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**QUIZ**

1. When lifting, keep your back straight with knees straight and your body weight evenly distributed on both feet.  
 True  
 False
2. Always lift; never push, pull, or slide heavy objects.  
 True  
 False
3. Never ask for help. People will think you are weak.  
 True  
 False
4. Immediately report any employee injury to the office.  
 True  
 False

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Signature

\_\_\_\_\_  
Date

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**ANSWER KEY**

1. FALSE
2. FALSE
3. FALSE
4. TRUE