



# SAFETY TIPS

## Manual Material Handling

1. Limit moving items and products around the grocery store as much as possible. Design a plan for moving items so that an item must only be moved one time to its final location. Pre-plan ordering and delivery as much as possible so that when product arrives in receiving, it must only be moved one time to its final location on the sales floor or to the department where it will be used by store employees.
2. Large items such as tables and displays should have wheels (with wheel locks), or be placed on carts or dollies for easy transport.
3. Use mechanical devices such as pallet jacks to assist in lifting heavy product and objects whenever possible.
4. Push, don't pull.
5. Use proper lifting techniques when lifting any object or materials. Lift and push using the legs and not your back.
6. Limit the weight of loads that you lift. Know your lifting capabilities. Ask for help.
7. Never twist, extend, or reach when handling or carrying an object.
8. Store frequently handled items at waist height. This applies to all storage areas such as the back area of the store, freezer and coolers. Try to store lightweight items on higher shelves. Heavy items can be placed on dollies or pallet jacks and pushed to their storage location until needed again.

Zenith provides workplace safety resources at: **TheZenith.com**<sup>®</sup>