

## Manual Materials Handling – Pushing/Pulling

- Plan the route before moving the object. Clear the path or remove obstacles (e.g. equipment, closed door).
- Make sure you can see where you are going.
- Push before you pull whenever possible.
- Ask for help if the weight is too heavy or awkward.
- Ensure casters are functioning properly (i.e. brakes, steer feature, neutral feature, and wheels). If not, do not use and notify the appropriate personnel as per facility procedures.
- Grasp the object with both hands as close to waist height as possible. Use handles if available. Keep wrists straight.
- Place one foot in front of the other. Keep your back straight, tighten your abdominals, bend at your hips and knees and keep your head up.
- Push the object by weight shifting through your legs (back foot to front foot).
- Keep elbows close to your body. Do not push or pull with arms out from the side or behind your body.
- Perform all movements slowly and carefully. Avoid quick and jerky movements.
- Slow down when approaching a corner and when moving around a corner.
- Keep the object you are pushing directly in front of you and turn by taking small steps with your feet.
- When pushing over longer distances (i.e. hall/corridor) or when cornering use the steer or lock-out feature, if available - wheels closest to user in free/swivel mode and wheels furthest away from user in a straight position/steer mode.
- When maneuvering in confined spaces use the neutral feature, if available - all four wheels in swivel/free mode.
- When going down ramps, go down backwards to control cart/wheelchair.

**DON'T...**

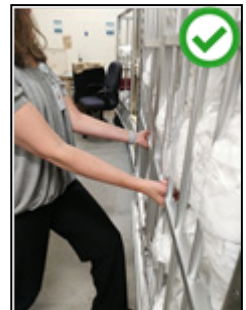
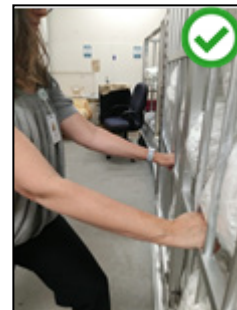


Don't:

- bend wrists

**VERSUS**

**DO...**



- keep wrists straight when pushing or pulling
- weight shift with legs
- keep arms close to body

## DON'T...



Don't:

- pull object with arm behind body

VERSUS

## DO...



- if you can't see, push the object from the side



VERSUS



Don't:

- overreach
- keep feet close together
- push with your arms

- keep arms close to side of body
- use a wide stance
- weight shift and push with your legs
- when possible keep the object directly in front of you