**Objective:** To review best practices related to digging, lifting, and tool use

**Lifting ergonomics:**

Whenever possible while digging, push debris to one side rather than lifting it. However, when you must lift debris or any other object, use ergonomic lifting and carrying techniques.

* Always face towards the object you intend to lift, with your shoulders and hips both squarely facing it.
* Lift with the legs, not with the back.
* Keep the object you carry close to your body.
* Use two people to lift objects that are over 40 pounds in weight or over 8 feet in length.
* When disposing of debris, turn—do not twist.

**Tool safety:**

* Inspect tools and equipment for damage before use. Never use damaged tools: take damaged tools out of service immediately
* Identify pinch and crushing points before starting work or using tools.
* Only use tools as intended, following manufacturer instructions.
* Use two hands when using power tools.

**Being careful of others:**

* Be aware of your surroundings and personnel in the vicinity.
* When swinging a pick or shovel, ensure that no personnel are in the swing radius.

This form documents that the training specified above was presented to the listed participants. By signing below, each participant acknowledges receiving this training.

Organization: Date:

Trainer: Trainer’s Signature:

**Class Participants:**

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

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