

 DALHOUSIE UNIVERSITY	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> July 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>
Facilities Management Hand Rakes Safe Work Instructions		
Service: Environmental	Shop: Grounds and Horticulture	
Hazards Identified: Repetitive motion, slipping, tripping, over reaching,		
Personal Protective Equipment Required: Safety glasses, safety boots, hand protection, hard hat,		
Training Required: Before using this equipment employees must be trained by a competent person in its proper use and care and in the proper use and maintenance of all required PPE.		

These safe work practices must be followed at all times and are to be reviewed annually.

1. Do not use this equipment unless you have been properly trained in its use.
2. The required personal protective equipment must be used at all times while this equipment is being operated.
3. Ensure that you have the correct rake for the job.
4. Keep your back straight; do not twist at the waste.
5. Do not overreach move your feet to get closer to where you wish to rake.
6. Use short movements to prevent reaching, stretching and over turning.
7. Always grip the rake handle with hand at or near the top and the other at about the mid point of the handle.

8. Always pick up leaves by bending the knees.
9. Keep your back straight and stand up using your leg muscles.
10. Keep the hand on the rake near the bottom of the handle to properly support the load.
11. Keep the load close to your body while lifting, turning and moving.
12. Always turn your whole body to face what ever receptacle you are using for leaf disposal.
13. Take proper precautions to avoid overexertion.