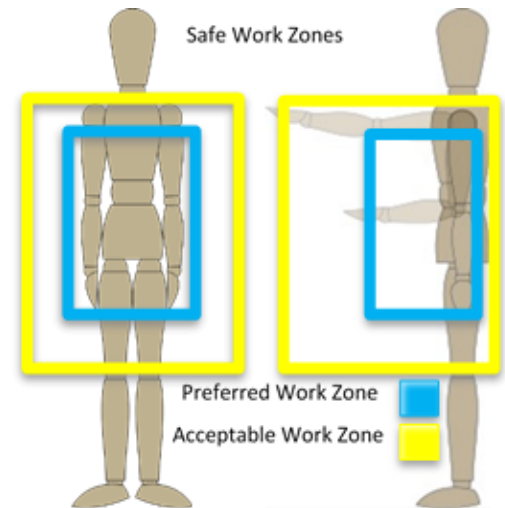


Loading items into vehicles at curbside pick-up locations presents additional manual material handling risks. Here are some best practices to reduce employee injuries related to loading or unloading goods into customers' vehicles. For information on designing a pick-up/drop-off zone, refer to *LC1955: Best Practices for Safe Curbside and Drive-Through Services*.

Working within the preferred and acceptable work zones, collectively called the **Safe Work Zones**, will reduce risk of injury to muscles, joints, bones, and soft tissues. Working outside of the Safe Work Zones has been shown to cause injuries. Refer to LC1501 for further explanation of these zones.

Apply these Safe Work Zone practices when loading items into a vehicle:

- Keep your hands between knee and shoulder level when lifting, carrying, pulling, or pushing.
- Package items into containers that'll facilitate a solid grip, such as boxes or bags with good handles that don't pinch or cut off circulation in your hands.
- In the staging area, place goods on a table or shelf that's approximately waist high. Refrain from putting goods into bins or carts that require bending and reaching below knee level.
- Don't carry multiple items at the same time. Package goods together in a box or bag or use a cart.
- Use a power stance for better balance. Keep both feet about shoulder width apart with one foot behind the other.
- Use carts (e.g., shopping cart, flatbed cart, two-wheeled dolly) to move items from the staging area to the vehicle. Ensure the cart can safely maintain balance and move the product. Utilize wheel brakes, chocks, or a curb to prevent the carts from rolling away when loading items into the vehicle.
- Transport larger, heavier, and awkward items, such as bags of dogfood, on flat carts or in shopping carts in an upright position. Keep the heaviest loads closest to the handles as pictured here.



- Use a second person or mechanical assistance (e.g., forklift, hand cart, etc.) when loading large, heavy, bulky, or awkward items into a truck.

- Keep goods close to your waist with your elbows tucked close to your sides and hands evenly spaced when lifting and carrying as pictured on the left. Note the photo on the right where the body is twisted, and hands are reaching too far forward outside of the Safe Work Zone.



- Avoid bending, twisting, or lifting below knee level when lifting packages out of a cart. Keep hands and items close to the body. The middle and right photo below show lifting outside of the Safe Work Zones.



- Place empty boxes or milk crates in shopping carts or securely on flatbed carts to elevate the goods as pictured above left. This reduces the reach down into the cart, making the lift safer.

Reaching into Vehicle Trunk

Loading items into the trunk of a vehicle can present unique challenges, including loss of balance. These injury risk factors can be decreased considerably by:

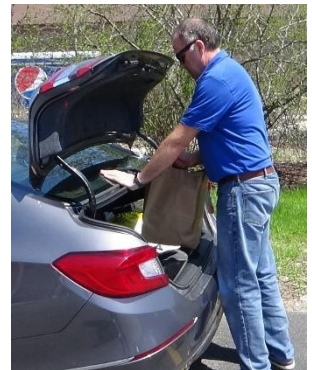
- Placing the items on the lip of the trunk, then re-grasp the package and slide it over the lip and into the trunk as shown here.



- Only pushing items into the trunk as far as needed. Keep reaches to a minimum. When pushing items into the trunk, stand with your feet at shoulder width apart and one foot behind the other in the “power stance” as pictured here. When loading a van or SUV place the item as close to the rear bumper as possible. Then, stand in the power stance and push the product further in by sliding it into the trunk.



- When placing multiple items in a trunk, keeping heavier product towards the rear of the trunk (bumper/tailgate) and lighter product towards the front of the trunk (rear seats).
- If the reach into the trunk is too far, creating a bridge by bracing a knee on the trunk edge or hand on the top of the trunk as shown to the right. This will help to support your low back.
- If you need to reach deep into the trunk, using the golfer's reach by extending one leg back behind while also supporting your upper body with one hand on the bumper as shown below.



- If loading the back of a truck, opening the tailgate first. Don't lift over the tailgate to place items in the bed. Lower the tailgate, place the item on it, and then slide it forward as pictured here.

