

## U. S. ATOMIC ENERGY COMMISSION

Washington 25, D. C.

HEALTH AND SAFETY MEMO

October 3, 1951

Office Lifting

419

FOR: All Employees, Washington

A number of injuries have occurred as a result of employees lifting or carrying typewriters, supplies or other office equipment. Last month two employees sustained injuries of this nature causing ten days of lost time for the employees.

Exceptionally heavy "lifts" such as carrying typewriters, files supplies or other heavy equipment, are not expected of you. Leave this type of lifting to those who are trained and have equipment.

If your job is one that requires lifting, the following rules are recommended by the National Safety Council, as efficient and safe procedures:

1. Lift with your leg muscles, bend the knees and not the back.
2. Get a firm grip, make allowances for bulk, as well as for weight.
3. Watch your step, especially on stairs.
4. Get adequate help with a heavy or awkward load.

US DOE ARCHIVES  
326 U.S. ATOMIC ENERGY  
COMMISSION

RG DOE HISTORIAN (DBM)Collection 1132Box 3356Folder #4

BEST COPY AVAILABLE

MEDICINE, HEALTH &amp; SAFETY 16

DOE ARCHIVES