

**EMPLOYEE TRAINING RECORD**

**TRAINING TITLE**      Lowering from Overhead

**KEY TEACHING POINTS**

- We talk a great deal about the proper way to lift things up. But we don't say enough about lifting them down - that is, lowering them from overhead. This can be dangerous.
- Getting into trouble when lowering heavy items is a common occurrence. You may have experienced trouble yourself. Perhaps you had to get a box of hardware from a high shelf. You had the box over your head and suddenly realized you couldn't handle it. It was coming down on top of you. You were afraid to hang on to it; afraid to let go. The box hit you as it slid from your grasp. The contents scattered all over the floor.
- How to approach overhead loads:
  - Size up to load. If it looks too heavy for you to have lifted it to where it is, it's probably too heavy for you to take down. Give yourself the benefit of the doubt. Once you get it loose, it's all yours. And if you can't handle it, it's too late.
  - Ask yourself: How did it get up there? Was it put there by a lift truck? By two men? By a real big guy? The way it got up there is probably the best way to get it down.
- When you're lowering something you can handle, set it down the same way you would lift it up. Keep knees bent and back straight. If you have to place it to one side or the other, don't twist your body. Move your feet instead.
- If you're lifting something up, you can always stop if you find it's too heavy. But when lowering a load from overhead, you've already passed the point of no return the moment it breaks free.

**TEST**

QUESTION	ANSWERS	
	TRUE	FALSE
1 If a load looks too heavy for you to have lifted it to where it is, it's probably too heavy for you to take down.		
2 The way a load got up there is probably the best way to get it down.		
3 When you're lowering something you can handle, set it down the same way you would lift it up.		
4 When lowering a load from overhead, you've already passed the point of no return the moment it breaks free.		
5 Keep knees bent and back straight.		
<b>EMPLOYEE'S NAME</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
<b>INSTRUCTOR'S NAME</b>	<b>INSTRUCTOR'S SIGNATURE</b>	<b>DATE</b>