

EMPLOYEE TRAINING RECORD		
TRAINING TITLE	Materials Handling - Bags	
KEY TEACHING POINTS		
<ul style="list-style-type: none"> • Know the weight of an object before attempting to lift it. • Keep legs flexed and back straight when lifting and carrying bagged materials. • Grasp the bag by the sides or ends to transfer it or place it on a cart. • Lift by grasping at opposite corners. When the bag is upright, rest it on a solid item or on your hip, then swing it to one shoulder. • Carry the bag with one arm, on you side. Support the load with your hips, arm, shoulder and back. Use the other hand at the front of the bag to stabilize the load. • Lower the bag by following the lifting process in reverse order. • Get help in moving extremely heavy or awkward bags. 		
TEST		
QUESTION	ANSWERS	
	TRUE	FALSE
1. Carry bags on one shoulder or supported by the hip.	<input type="checkbox"/>	<input type="checkbox"/>
2. Know the weight of the object before attempting to lift it.	<input type="checkbox"/>	<input type="checkbox"/>
3. Lift by grasping both sides of the bag.	<input type="checkbox"/>	<input type="checkbox"/>
4. Keep legs flexed and back straight when lifting and carrying bagged materials.	<input type="checkbox"/>	<input type="checkbox"/>
5. Bagged materials can be safely moved by one person.	<input type="checkbox"/>	<input type="checkbox"/>
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

1. True 2. True 3. False 4. True 5. False
