

St. James-Assiniboia School Division  
Safe Work Procedure  
Setting up lunch tables



<b>Facility:</b> All schools	<b>Written by:</b> SJSD Cleaners and Caretakers	<b>Approved by:</b> Paul Deacon	<b>Date Created:</b> April 9, 2007	<b>Date of last review:</b> January 14, 2020
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<b>Hazards Present:</b> MSI- Back injury, pinch	<b>PPE or Devices Required:</b> N/A	<b>Recommended Training:</b> Lift/material handling training, "Back to Basics" training
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**NOTES:**  
These tables consist of two sections that are approximately 14 feet long when fully extended. The seats are attached and fold on to the top of the table for storage. Make sure you assess your own muscle strength before lifting. Always use proper lifting techniques, bend your knees, keep your back straight.

**Safe work procedure:**  
Roll the table into position making sure there is enough room to accommodate the table when fully extended.  
Unhook latch securing table sections  
Pull table down at the center to extend the sections into the horizontal position. The horizontal securing clamp will snap into position.  
Lower the seats into position.  
To return the table to the storage position do the following:  
Raise the seats back on to the table tops.  
Unhook the horizontal securing clamp  
Lift the table at the center  
Hook the latch securing the table sections  
Roll the table back to the storage area.

<p><b>Guidance documents:</b> Manitoba Workplace Safety and Health regulation</p> <ul style="list-style-type: none"> <li>• 2.1 Safe Work Procedures</li> </ul> <p>St. James-Assiniboia School Division Policy:</p> <ul style="list-style-type: none"> <li>• EBB-R Safe Work Procedures</li> </ul>	Employee name: <hr/>
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