## How to Safely Change a 5-Gallon Water Cooler Bottle

1. Wait for cooler to be partially emptied before refilling. This will make it easier to refill and help minimize water from spilling/splashing. Remove empty water bottle. Dry rim of water cooler where the bottle rests. Wipe down neck and top of new 5 -gallon water bottle to remove any dust.


2. If there's no chair or table near the water cooler, place a sturdy chair next to the cooler to provide a break in between. It's easier to lift the water bottle from the chair/table as opposed to from the floor straight to the cooler.
3. Lift the bottle and rest it against the
4. Bend down to a comfortable posture. Keep your feet shoulder-width apart and one foot slightly in front of the other. Grasp the bottle's neck with your domnant hand and support bottom of bottle with the other hand. Keep your back straight, lift and place the water bottle on the chair/table.

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* If you don't think you can safely lift 40 lbs, ask for assistance.
* Remember: Keep your back straight and the bottle dose to your body as you lift. If you need to change direction, turn your feet. Don't twist.


## --Credits:

http://www.ehow.com/how_2082420_dhange-gallon-water-cooler-bottle.html
https://www.bonaqua.comhk/bwov2/webui/new s/news\%20images/IHSR-QM-C5GB-DHSsue +1 .pdf

