

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. 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 dominant hand and support bottom of bottle with the other hand. Keep your back straight, lift and place the water bottle on the chair/table.



4. Remove the cap or tab from water bottle.



5. Lift the bottle and rest it against the top of the cooler. Gently tip bottom of bottle to allow water to slowly trickle into the cooler. As the water flow increases, tip the bottle upright and center it on the base.

* A 5-gallon water bottle weighs about 40 lbs. If possible, switch to a 3-gallon bottle, which will be lighter and easier to handle.

* If you don't think you can safely lift 40 lbs, ask for assistance.

* Remember: Keep your back straight and the bottle close 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_change-gallon-water-cooler-bottle.html

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