



## DEPARTMENT OF PUBLIC WORKS

ENGINEERING • FACILITIES • REAL PROPERTY • ROADS/BRIDGES • STORMWATER • TRAFFIC • TRANSIT

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# HOW TO FILL SANDBAGS

- Filling sandbags is a two-person operation. Both people should be wearing gloves to protect their hands.
- One member of the team should place the empty bag between or slightly in front of widespread feet with arms extended. The throat of the bag is folded to form a collar, and held with the hands in a position that will enable the other team member to empty a rounded shovel full of material into the open end.
- The person holding the sack should be standing with knees slightly flexed, and head and face as far away from the shovel as possible.
- The shoveler should carefully release the rounded shovel full of soil into the throat of the bag. Haste in this operation can result in undue spillage and added work. The use of safety goggles and gloves is desirable, and sometimes necessary.
- Bags should be filled between one-third (1/3) to one-half (1/2) of their capacity. This keeps the bag from getting too heavy, and permits the bags to be stacked with a good seal.

