

Safe Work Procedure		Handling and Storing Inventory																																													
Department / Area: Physical Plant Services	Approved By: Regional Manager of Physical Plant Services	Date Created: September 5 2014	Review Date: Revised date:																																												
Potential Hazards: Fill in those that apply <table border="0"> <tr> <td>H</td> <td>M</td> <td>L</td> <td>Risk for Injury</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Awkward postures - bending, reaching</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Forceful exertions - lifting heavy items</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Pinch points</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Materials falling</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Surfaces causing falls</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Moving machinery - doors on trucks, moving the lift</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Repetitive Movements – opening boxes, stocking</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Sharp points / edges – box edges, utility knife</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Compression</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Vibration</td> </tr> </table>		H	M	L	Risk for Injury	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Awkward postures - bending, reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forceful exertions - lifting heavy items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pinch points	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Materials falling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Surfaces causing falls	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Moving machinery - doors on trucks, moving the lift	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Repetitive Movements – opening boxes, stocking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sharp points / edges – box edges, utility knife	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Compression	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vibration	Personal protective equipment / devices required / other safety considerations: <ul style="list-style-type: none"> ➤ Gloves when handling sharp or jagged items or when there is a risk of pinches ➤ Protective closed toe footwear ➤ Cart, dolly, or wheeler to move heavy goods ➤ Heavier items should be stored between hip to shoulder height to reduce bending ➤ 2-Person lift 	
H	M	L	Risk for Injury																																												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Awkward postures - bending, reaching																																												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forceful exertions - lifting heavy items																																												
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pinch points																																												
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Materials falling																																												
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Surfaces causing falls																																												
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Moving machinery - doors on trucks, moving the lift																																												
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Repetitive Movements – opening boxes, stocking																																												
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sharp points / edges – box edges, utility knife																																												
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Compression																																												
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vibration																																												
		Training / Reference Information: <ul style="list-style-type: none"> ➤ SCHIPP Module 1 training ➤ See also Manual Materials Handling SWP ➤ MSDS Training ➤ Transportation of Dangerous Goods Documentation 																																													
<p>Note: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.</p>																																															
<p>Employers must ensure that workers are trained and follow this safe work procedure.</p> <p>Steps to perform this task safely:</p> <ul style="list-style-type: none"> ➤ Assess the load. Do not attempt to lift or carry heavy or awkward items by yourself. Use lift aid (cart, 2 wheeler, etc.) or get assistance. ➤ Store heavier items or most frequently used items between hips and chest to reduce bending and to allow safer body positioning for moving heavier loads. ➤ Use stairs if items are beyond a comfortable reach or if reaching is repetitive. ➤ If you must slide material closer or away from you, try to keep your back straight and weight shift with your whole body rather than using only your arms. ➤ If possible, ensure there is enough room to lift properly and travel by moving obstructions. ➤ Proper lifting and carrying technique is to: <ul style="list-style-type: none"> ➤ Use a wide stance either side to side or front to back (lunge position). Get close to what you have to lift. ➤ Get a good grip before lifting or lowering with both hands if possible. ➤ Bend your knees and hips. ➤ Try to keep your back straight, shoulders back and elbows in. ➤ Lift by pushing with your legs. If using a lunge position, push more through your front leg. ➤ Don't hold your breath. ➤ Keep the load close to your body when lifting or carrying. ➤ Turn by taking small steps with your feet. Avoid twisting your back when lifting, lowering, carrying or pushing and pulling. ➤ If a load is to go or is to be pulled from a high shelf within a standing reach, keep elbows in line with the body and extra tightening of the abdominal can help keep the back from arching backward excessively. 																																															