

**MANUAL MATERIALS
HANDLING**

Safe Work Procedure

Safe Work Procedure		MANUAL MATERIALS HANDLING																																					
Department / Area: Logistics and Supply Chain Management	Approved By: Regional Manager Logistics and Supply Chain Management	Date Created: ??? 2014	Review / Revised date:																																				
Potential Hazards: Fill in those that apply		Personal protective equipment / devices required / other safety considerations																																					
<table border="0"> <tr> <td>H</td> <td>M</td> <td>L</td> <td>risk for injury</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Awkward postures (overreaching, carrying, large containers)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Forceful exertions (lifting pails, moving furniture)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Pinch points – (pallet, dock plates)</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>Sharp points</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Surfaces causing falls (step ladder, tailgate)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Chemicals</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Combustibles / flammables</td> </tr> </table>		H	M	L	risk for injury	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Awkward postures (overreaching, carrying, large containers)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Forceful exertions (lifting pails, moving furniture)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pinch points – (pallet, dock plates)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Materials Falling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sharp points	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Surfaces causing falls (step ladder, tailgate)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Combustibles / flammables	<ul style="list-style-type: none"> • Appropriate non slip footwear • Cut away from body if using knife • Wear gloves when moving pallets 	
H	M	L	risk for injury																																				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Awkward postures (overreaching, carrying, large containers)																																				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Forceful exertions (lifting pails, moving furniture)																																				
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pinch points – (pallet, dock plates)																																				
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Materials Falling																																				
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sharp points																																				
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Surfaces causing falls (step ladder, tailgate)																																				
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chemicals																																				
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Combustibles / flammables																																				
		Training / Reference Information <ul style="list-style-type: none"> • SCHIPP Module 1 training • Department Orientation • WHMIS training • MSDS for product 																																					
<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 align="center">Employers must ensure that workers are trained and follow this safe work procedure</p> <p align="center">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 loads by yourself. Use lift aid (wheeler, cart etc) or get assistance or, if authorized, use a lifting device. • Ensure your equipment is in good working order prior to use. • Use a step ladder or a lift if items are beyond a comfortable reach or if reaching up is repetitive. • Wear gloves when lifting or moving sharp edged or rough materials, such as pallet handling. Beware of any pinch points when handling material. • 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 any obstructions out of the path. • Proper lifting and carrying procedures are to: <ul style="list-style-type: none"> • use a wide stance either side to side or front to back (lunge position) and bend your knees and hips • get close to what you have to lift and get a good grip before lifting • if lifting a five gallon pail, straddle pail, lift with both hands on handle. • 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, <u>do not</u> twist your back when lifting, lowering or carrying • Do not swing and throw loads or try to catch a falling load. • When two or more persons are lifting or carrying a load, the method of handling the object should be prearranged before lifting and one person should determine the count to lift. • To set the load down on a low surface, bend your knees and follow the same procedure as lifting, but in reverse. • To lift a load and to move a load on a cart ensure that you take your time, avoiding quick, jerky movements as this will increase the force and risk of injury. • To place the load on a mid height surface, keep the load close to your body, move close and square to the surface and bend your leg(s) to lower it onto the shelf. • When taking a load from or onto a higher shelf within a standing reach, keep elbows in line with the body, and extra tightening of the abdominals can help to keep the back from arching backward excessively. 																																							



Safe Work Procedure

**MANUAL MATERIALS
HANDLING**