

## Safe Work Procedure: Manual Materials Handling

<b>Department</b>	<b>Approved by:</b>	<b>Date Created:</b>	<b>Review/Revised Date:</b>
Environmental Services	Regional Director of Support Services	2013/09	2017/06; 2022/06

Potential Hazards:	Personal protective equipment / devices required / other safety considerations
<p><i>Fill in those that apply:</i>  <b>Risk for injury: H=High M=Medium L=Low</b>  <b>M</b> Awkward/sustained postures (large containers)  <b>M</b> Forceful exertions (lifting pails, moving furniture)  <b>L</b> Repetitive movements  <b>L</b> Sharp points  <b>L</b> Pinch points (furniture edges)  <b>L</b> Materials falling  <b>L</b> Surfaces causing falls (step ladder)  <b>L</b> Chemicals  <b>L</b> Biological pathogens (waste/garbage)  <b>L</b> Combustibles/flammables</p>	<ul style="list-style-type: none"> <li>• Personal Protective Equipment as required</li> <li>• Appropriate non-slip footwear</li> </ul>

### Training / Reference information

- SCHIPP Module 1 training
- Department Orientation
- WHMIS / SDS training

**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.

**Employers must ensure that workers are trained and follow this safe work procedure Steps to perform this task safely:**

1. Assess the load. Do not attempt to lift or carry heavy or awkward loads by yourself. Use a lift aid (wheeler, cart etc) or get assistance or, if authorized, use a lifting device.
2. Use a step ladder or a lift if items are beyond a comfortable reach or if reaching up is repetitive.
3. Wear gloves when lifting or moving sharp edged or rough materials. Beware of any pinch points when handling material.
4. If you must slide material closer or away from you, keep your back straight and use your whole body to

shift the weight rather than using only your arms.

5. Ensure there is enough room to lift properly, and move any obstructions before travelling.
6. When lifting use a wide stance either side to side or front to back (lunge position).
7. If a light load is pulled from a high shelf, with a standing reach, keep elbows in line with the body, and keep abdominals tight to keep the back from arching backward excessively.
8. If lifting a five gallon/heavy pail, straddle pail, lift with both hands on handles.
9. Bend your knees and hips when lifting. Lift with your legs, not your back. Turn with your feet, not your waist.
10. Get a good grip before lifting.
11. Keep your back straight, shoulders back and elbows in.
12. Lift by pushing with your legs. If using a lunge position, push more through your front leg.
13. Don't hold your breath.
14. Keep the load close to your body when lifting or carrying.
15. Turn by taking small steps with your feet. Do not twist your back when lifting, lowering or carrying.
16. Do not swing and throw loads or try to catch a falling load.
17. 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.
18. To set the load down on a low surface, bend your knees and follow the same procedure as lifting, but in reverse.
19. 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 knees to lower it onto the shelf.