

Safe Work Procedure		Shoveling Materials																																	
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 – reaching / twisting</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Forceful exertions – lifting, pushing loaded shovel</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Repetitive Movements - shoveling</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Surfaces causing falls – ice, snow, rough ground</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Extreme Heat / Cold</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Compression – hitting foot onto shovel to dig</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Dust / Debris</td> </tr> </table>		H	M	L	Risk for Injury	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Awkward postures – reaching / twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forceful exertions – lifting, pushing loaded shovel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Repetitive Movements - shoveling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Surfaces causing falls – ice, snow, rough ground	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Extreme Heat / Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Compression – hitting foot onto shovel to dig	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dust / Debris	Personal protective equipment / devices required / other safety considerations: <ul style="list-style-type: none"> ➤ Appropriate footwear and clothing (considering weather conditions) ➤ Appropriate shovel – helps reduce effort ➤ Gloves ➤ Safety Glasses 	
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<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"> ➤ Choose an appropriate shovel for the job. ➤ Try to keep your physical exertion to a moderate level. Push or shovel only a reasonable amount at once. If you feel you have to hold your breath when lifting, you are probably lifting too much. ➤ If shoveling snow, try to clear before it gets packed down. ➤ Try to use safe body mechanics. For shoveling these include: <ul style="list-style-type: none"> ➤ A wide stance, a wide grip on the shovel, and trying to keep your back straight and upright. ➤ Bending the knees and hips when lifting rather than rounding your back forward. ➤ Take small steps to turn to avoid twisting your back, especially when carrying loads. ➤ Alternate your hands periodically to break up that same movement. ➤ Do not try to throw materials great distances. Forcefully twisting with a load greatly increases the stress on your back and shoulders. ➤ Pace yourself. Take frequent micro breaks to stretch your back if you are shoveling for long periods. 																																			