

SAFE WORK PRACTICE

TITLE	Manual Material Handling
GENERAL	Protecting workers from the hazards associated with manual material handling.
APPLICATION	The following rules and procedures apply as it pertains to manual material handling.
PROTECTIVE MECHANISMS	Personal Protective Equipment
SELECTION AND USE	Job requirement
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Gloves should be worn when handling material(s) (with sharp edges) to prevent cuts /scratches, or abrasions. Look at the object to be lifted and know what the weights are and the size it is before you take on the task of lifting the unit. When looking at the size take in to account that this may be light but awkward. This could be an empty box or a full box of surrounds. Always know what you are lifting and if in doubt ask for help. Get help whenever possible for items over 20lbs or items too awkward to carry easily close to the body. 2. Take a moment to stretch and / or limber up muscles, prior to any lifting. 3. When lifting heavy objects, position your feet for balance – place one foot slightly ahead of the other, about hip width apart. 4. Bend at your knees; keep your back as straight as possible. 5. Make sure you have a firm grip on the object. If lifting with others one person to take the lead and count so there is one smooth motion and not any jarring! 6. Use your legs and upper arm muscles to lift – DO NOT use your lower back! 7. Keep your arms and the object close to your body at waist level. 8. Pivot with the feet to turn rather than twist at the waist. 9. Plan your route and clear it before lifting. 10. Don't lift any type of conductive equipment near any charged electrical system. 11. If you have any questions about what you are lifting or you require some information please seek assistance from your supervisor.

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