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| Hazards | Ergonomic hazards - force (lifting and pushing/pulling) and posture (bending, reaching and twisting). Energy hazards (electricity or pneumatic pressure) Materials handling hazards (lifting, pushing/pulling and hazardous substances) Physical hazards (lighting) |
| Tools/Equipment | Hand truck, cart, dolly, wheelbarrow |
| Employee Group(s) | Campus Wide |

Required PPE:



Safety Shoes



Eye
Protection



Gloves

SAFE WORK PRACTICES

- Wear appropriate personal protective equipment such as work gloves when handling objects with sharp edges and safety footwear when handling heavy objects. See clothing section below.
- Ensure there is adequate clearance for safe lifting/material handling.
- Ensure storage areas are kept tidy, well organized and free of clutter.
- Use a hand truck, cart, dolly, wheelbarrow, etc. to move heavy, awkward or bulky objects. Ask for assistance.
- Know how to safely handle controlled WHMIS products.
- Reduce repetition as much as possible by pacing your work and by varying tasks.
- Use a stepladder or step stool to reach high places.
- Wherever possible use an elevator to move supplies and equipment between floors. Ask for assistance and/or use a two-wheeled hand truck dolly to move heavy, awkward or bulky items up or down stairs if an elevator is not available.
- Use proper lifting techniques when lifting materials.

Do Not . . .

- Lift or carry items by the packing straps or cords.
- Use a box, desk or chair to reach high objects.
- Lift a load if you are not sure that you can handle it safely.

General tips for lifting:

- Prepare for the lift by warming up the muscles.
- Stand close to the load and face the way you intend to move.
- Use a wide stance to gain balance.
- Be sure you have a good grip on the load.

NOTE: All PPE, tools and equipment shall be used in accordance with provincial OH&S legislation, manufacturer's specifications, applicable standards and codes of practice.



- Keep arms straight.
- Tighten abdominal muscles.
- Tuck chin into the chest.
- Initiate the lift with body weight.
- Lift the load as close to and as centered to the body as possible.
- Lift smoothly without jerking.
- Avoid twisting and side bending while lifting.
- Avoid carrying loads with only one hand.

Before lifting:

- Always check before lifting to see if mechanical aids such as hoists, lift trucks dollies or wheelbarrows are available.
- Get help with heavy or awkward loads.
- Assess and identify the weight of the load.
- Be sure that you can lift the load without over-exertion.
- Be sure that the load is "free" to move.
- Check that the contents of the load are stable and balanced. Repack items so the contents will not shift, where possible.
- Check that the planned location of the load is free of obstacles and debris.
- Be sure that the path to the planned location of the load is clear. Grease, oil, water, litter and debris can cause slips and falls.
- Particular handling and lifting techniques are needed for different kinds of loads or materials being handled (for example, [compact loads](#), [small bags](#), [large sacks](#), [drums and barrels](#), [cylinders](#), [sheet materials](#) like metal or glass).
- Do not lift if you are not sure that you can handle the load safely.

Wear protective clothing:

DO WEAR

- Lightweight, flexible, tear and puncture-resistant clothing.
- Safety boots with toe caps and slip-resistant soles.
- Protective gloves, appropriate for the materials being handled.

DO NOT WEAR

- Clothing that may interfere or 'snag' on the object you are lifting, such as aprons, coats or clothing with exposed buttons, zippers or loose flaps.
- Heavy duty mitts that limit your grasp.



Awareness

Manual Materials

Handling

[MMH] is the most common cause of occupational fatigue and lower back pain



before lifting

Check to see if mechanical lifting aids are available. Assess/identify the weight of the load. Get help with heavy or awkward loads. Ensure that the load is free to move. Ensure that you can lift the load without over-exertion. Check that the path is clear and free of grease, oil, water, and objects.

safe lifting tips

Prepare for the lift by warming up your muscles. Stand close to the load and face the direction you intend to move. Keep arms straight and abdominal muscles tight. Avoid twisting, side bending, and carrying loads with only one hand. Use handles or lift aids where appropriate. Tuck chin into your chest. Lift smoothly, without jerking. Lift with your legs and body weight, not with your back. Keep your back straight and butt out. Lift load as close to and as centred to body as possible.