## Manual Material Handling Safety Tips

### Be Prepared
- Lift within your limits!
- Determine if there is an option to use mechanical means (e.g., forklift, scissor lift, conveyer) to reduce or eliminate lifting tasks
- Avoid lifting immediately after prolonged sitting
- Break heavy loads into several lighter loads
- Get help for heavy or awkward loads
- Add padding to sharp or hard edges where regular body contact occurs
- Determine personal protective equipment (PPE) needs:
  - Gloves
  - Footwear
- Plan your route and check for obstacles or trip hazards
- Check lighting levels

### Work Safe
- Test the weight of the load to ensure it can be lifted securely
- Select an appropriate technique for lifting (i.e., golfer’s lift for lighter objects)
- For heavier objects:
  - Grip the load securely
  - Lift with the leg muscles
  - Bend at the hips and keep the back straight (i.e., maintain natural curve in low back)
  - Keep the load close to your body
- Ensure you have a clear view over the load
- Turn your feet and do not twist
- If the material is high/low or far, adjust the work area
- When putting items in place, set them down and then push them into position

### Finish Right
- Place or store heavy items at mid-body height for safe retrieval
- Clean up floors to prevent a slip or trip
- Clean PPE and put away
- Keeping active throughout your day helps prevent musculoskeletal injuries
- Perform regular stretches
- Report any safety concerns and musculoskeletal injuries to your supervisor

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**Speak up!**
If you see a hazard, let a supervisor know. Everyone plays a role in your safety and health.
HOW TO USE SAFETY CHECKS FOR WORKERS

Safety checks provide information for workers on how to work safely with specific hazards. Safety Check information can be used in orientation training, tailgate talks or even in one-one coaching. Use the following tips to help you communicate this information in your workplace:

- Use language that is consistent with the workplace
- Consider the work you do and specific examples of how these hazards can result in injury or illness
- Explain how the safe work practices will help prevent injury and illness
- Wherever possible, use the actual tools, equipment, materials and PPE to demonstrate proper use
- Ask specific questions during your talk to check understanding
- Keep a record of each talk that you deliver (see the form below)
- Post a copy of the Safety Check for workers to reference

OWNERS AND SUPERVISORS

Have you taken reasonable measures to control this hazard using the hierarchy of controls?

- Eliminating the need to manually lift or carry by using dollies, lift trucks or cranes
- Engineering racking that allows for storage of heavy material at neutral heights
- Training on safe lifting
- Posting signage on lifting limits and two-person lift techniques
- Implementing and enforcing a PPE program

Date: ____________________________  Topic: __________________________________________________

Safety Check Session Leader: _________________________________________________________________

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For more information contact Workplace Safety & Prevention Services
1 877 494 WSPS (9777)