



MANUAL MATERIAL HANDLING SAFETY TIPS



Be Prepared	Work Safe	Finish Right
<ul style="list-style-type: none"> ✓ 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: <ul style="list-style-type: none"> – Gloves – Footwear ✓ Plan your route and check for obstacles or trip hazards ✓ Check lighting levels 	<ul style="list-style-type: none"> ✓ 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: <ul style="list-style-type: none"> – 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 	<ul style="list-style-type: none"> ✓ 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



Speak up!

If you see a hazard, let a supervisor know. Everyone plays a role in your safety and health.

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