

# Lifting/Manual Material Handling



(Your organization's name) has prepared these general safety guidelines for lifting and manual material handling.

## **Hazard:**

Hand, leg, back, and other body injuries incurred while manually moving materials.

## **Scope:**

To ensure proper handling of material that has the possibility of inducing an injury. When a person manually handles materials, they are using a combination of moving body parts, changing joint angles, tightening muscles, and loading the spinal column.

## **Procedure:**

1. Know your intended route. If you need to clear objects in the pathway before you transport material, do so.
2. Think before you lift - size up the object.
  - a. Test the weight before trying to move it.
3. To lift an object, place one foot behind and the other alongside of it.
  - a. With your knee's bent, grip the object firmly with both hands.
  - b. Keep your back straight and vertical and your chin, elbows, and arms tucked in tight.
  - c. Then, with your body weight vertically over your feet, lift with your legs.
4. When placing the load on the ground or surface, be sure that your feet are out of the way and lower the load in one motion.
  - a. Lower the load by bending at the knees and keeping the back straight.
5. If the object is either too bulky or too heavy (50 lbs. or more), get someone to help you or get a mechanical lift.
6. When moving heavy or bulky loads, move in stages and rest between moves.
7. When two or more people are carrying a heavy object, be sure to have a signal pre-arranged before lowering or releasing of the load.
  - a. If you lose your balance or cannot maintain the load, try to push the load out and away from your body.
8. When two or more people are carrying an object, especially long objects, over a long distance, every person shall face the same direction in which the object is moving.
9. To set the load down, stop, place feet apart, and tell the other person or persons helping what you will be doing, the steps that will be taken, and what you expect them to do.
  - a. Then, with your feet and hands out of the way of any possible injury, lower the load in one steady motion.

EMPLOYER, please note this sample document may not apply to all the hazardous situations in your workplace.