

Worksite: _____ Instructor: _____ Date/Time: _____

TOPIC C510: MATERIAL HANDLING

Introduction: When handling material, the tasks should be evaluated and improved to reduce the risk of physical injury. Following are safety guidelines for handling material at the workplace:

- Before handling unfamiliar and hazardous materials or chemicals, read both label, and the SDS (safety data sheet). Absolutely read the SDS if there is a "DANGER" signal word on the label. It will tell you how to protect yourself. Only handle materials and chemicals in approved containers with GHS (globally harmonized system) compliant labelling
- Wear the necessary PPE (personal protective equipment) when handling materials that present health hazards. The SDS will tell you what PPE you need.
- Always use a mechanical advantage over any load that must be moved (tools, hand trucks, carts, hoists). Be sure not to exceed the rated limit of a lifting device
- Prior to lift-check the item for slivers, jagged edges, burrs and rough or slippery surfaces
- Never move an object you can't see over or around
- When moving items on hand trucks, push rather than pull. Test the weight of objects to be lifted. Get help if too heavy to lift alone- one person must give voice commands to coordinate the activity
- Avoid getting your fingers, hands or other body parts pinched between the load and objects nearby.
- Stack, rack, block or interlock all material to prevent sliding, falling, or collapse during movement

Proper Lifting Techniques: Stand close to the load and be sure you have good footing, with your feet slightly apart. Squat down, bend your knees and keep your back straight. Grip the load firmly. Breathe in before the lift, and lift with your legs. Keep item close to your body-in the strike zone. Turn with your feet instead of twisting your back. Keep your back straight and bend at the knees when putting the load down.

Safe clearance in aisles must be maintained, at loading docks and through doorways, where turns are made and where mechanical handling equipment is used.

Stored material can't obstruct lights and fire extinguishing equipment including sprinklers, aisles, exits or electrical control panels. When storing materials that could cause hazardous reactions, keep them separate and mark them with warning signs. All equipment, structures and accessories used for handling materials must be able to support the load of the material plus the weight of itself.

The risk factors involved in handling materials include:

- Repetitive and/or prolonged activities
- Prolonged static postures or excessive gripping
- Twisting the wrist and other joints
- Continued physical contact with work surfaces like:
 - Sharp edges
 - Excessive vibration
 - Inadequate handling of tools
- Forceful hand exertions
- Awkward postures
- Hard concrete
- Hot and cold temperatures

Reduce extreme and awkward postures by using adjustable fixtures, rotating tables, workstations and delivery bins that are adjustable to your height and reach limitations.

Conclusion: Ergonomic programs have great success in reducing musculo-skeletal injuries in warehouses.

Employee Attendance:(Names or signatures of personnel who are attending this meeting)

_____	_____
_____	_____
_____	_____
_____	_____

These guidelines do not supersede local, state or federal regulations, and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.