

SECTION 46**MATERIALS HANDLING****1. MATERIALS HANDLING**

- 1.1. Before beginning any task, a task safety analysis (TSA) should be completed to identify potential risks and mitigation controls for any work activity performed on a MAPP project.
- 1.2. Know your personal limitation before you attempt to lift anything. ASK FOR HELP with heavy or unstable loads. Mechanical equipment is and can be made available for trained employees to use when moving material. All persons must be properly trained and authorized prior to the use of any material handling equipment.
- 1.3. Inspect the object that is to be lifted to estimate its size and weight and to determine whether there are nails, splinters, or other items that might cause injury.
- 1.4. Make certain your footing is solid. Clear your path of travel. Make sure you have some place to put the load down.
- 1.5. When lifting:
 - 1.5.1. Crouch as close to the object as practical,
 - 1.5.2. Get a good grip
 - 1.5.3. Keep feet apart and bend knees,
 - 1.5.4. Lift slowly by straightening legs. Keep back straight. Leg muscles, not the back, should do the work.
 - 1.5.5. Avoid awkward lifting positions. Shift the body until a straight lift can be made.
- 1.6. If the object must be lifted to more than waist high, first lift the load waist high and then rest it on a support. Next, bend the knees again to give added leg muscle power for the final lift.
- 1.7. When carrying an object, do not try to change its position or adjust your grip while in motion. Stop and rest the object against a support while making the change.
- 1.8. When changing direction of travel, do not twist. Instead, turn the entire body, including your feet.
- 1.9. To set the load down, bend the legs, not the back. Follow the lifting procedure in reverse order. Always set one corner of the load down first, then slide your hands out so they will not get pinched.
- 1.10. Get help before handling a large or heavy object. When mechanical means are infeasible, use two or more people carry a load. It should be decided beforehand how it is to be handled. Routes and clearances should be checked. One person should act

SECTION 46**MATERIALS HANDLING**

as the leader. The leader should be in position to watch and coach the others. Persons carrying a long object should be on the same side of the task and remain in step with each other.

- 1.11. Upon hire, and at least every three years, all employees should receive training on material handling in the workplace. Training should include:
 - 1.11.1. Dangers of lifting without proper training.
 - 1.11.2. Avoidance of unnecessary physical stress and strain.
 - 1.11.3. Awareness of what a worker can comfortably handle without undue strain.
 - 1.11.4. Use of equipment properly.
 - 1.11.5. Recognition of potential hazards and how to prevent or correct them.
- 1.12. All incidents injuries must be reported and investigated by the MAPP HSE Department, no matter the seriousness including material handling cases. All incidents are investigated and reported to develop lessons learned and help prevent future similar injuries.
- 1.13. Supervision should periodically evaluate work conditions and locations as well as the workers techniques through review of a TSA to ensure risks have been identified and controlled, and the prevention of injuries is adequate.