**Safe Job Procedures**

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| Name of Job:  **Manual Material Handling** | Development Date:  **March 30th, 2011** | Developed By:  **CSNS** |

**Possible Hazards Present**

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| Musculoskeletal injury | Slips, trips and falls |  |  |
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**Personal Protective Equipment (PPE) and Devices Recommended**

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| Steel toed boots |  |  |  |
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**What is a proper safe job procedure to follow?**

* Check to see if the object is too heavy by tipping it slightly. Never attempt to life alone if an item is too heavy or awkward.
* Take a good stance with feet planted firmly, legs shoulder width apart. Ensure you are on level ground.
* Get a firm grip with your hands rather than just your fingers.
* Keep your back straight, almost vertical. Bend at the hips.
* Hold load close to your body, keeping weight of your body over your feet for good balance.
* Use large leg muscles to lift. Push up with the foot positioned in the rear as you start to lift.
* Lift steadily and smoothly, avoiding quick and jerky movements.
* Avoid twisting motions, turn the forward foot and point it in the direction of the eventual movement.
* Never try to lift more than you are accustomed to.
* Always get help with lifting a bulky load.