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# SAMPLE GENERAL SAFE WORK PRACTICE FOR MANUAL MATERIALS HANDLING

## Potential Health and Safety Hazards

- Physical hazards; lighting.
- Ergonomic hazards; force (lifting and pushing/pulling) and posture (bending, reaching and twisting).
- Energy hazards; gravity (falling objects).
- Materials handling hazards; lifting, pushing/pulling and hazardous substances.
- Work practice hazards; following established safe work practices and procedures, and general housekeeping practices.

## Safe Work Practices

- ✓ Wear appropriate **personal protective equipment** such as work gloves when handling objects with sharp edges and safety footwear when handling heavy objects.
- ✓ Ensure there is adequate clearance for safe lifting/material handling.
- ✓ Ensure storage areas are kept tidy, well organized and free of clutter.
- ✓ Use a hand truck, cart, dolly, wheelbarrow, etc to move heavy, awkward or bulky objects. Ask for assistance.
- ✓ Know how to safely handle controlled WHMIS products.
- ✓ Reduce repetition as much as possible by pacing your work and by varying tasks.
- ✓ Use a stepladder or step stool to reach high places.
- ✓ Use a power grasp for loads with handles.
- ✓ Use a ledge grasp for loads without handles.
- ✓ Wherever possible use an elevator to move supplies and equipment between floors. Ask for assistance and/or use a two-wheeled hand truck dolly to move heavy, awkward or bulky items up or down stairs if an elevator is not available.

Please note: This document is for information purposes only as a guide. The safe job procedures (SJP) and safe work practices (SWP) created for your workplace should reflect your organizations processes, equipment and hazards as identified by a hazard analysis. Construction Safety Nova Scotia does not assume responsibility for the use of information in this document. If assistance is needed to complete a SWP and SJP for your organization please contact CSNS member services at [constructionsafetyns.ca](http://constructionsafetyns.ca) or 1.800.971.3888.

- × Do not lift or carry items by the packing straps or cords.
- × Do not use a box, desk or chair to reach high objects.
- × Do not lift a load if you are not sure that you can handle it safely.

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