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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.
* 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.