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Safe Job Procedures

Name of Job: Manual Material Handling	Development Date: March 30th, 2011	Developed By: CSNS
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Possible Hazards Present

Musculoskeletal injury Slips, trips and falls

Personal Protective Equipment (PPE) and Devices Recommended

Steel toed boots

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 lift 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.

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 or 1.800.971.3888.