



ADMINISTRATIVE PRACTICES MANUAL

SAFETY MANUAL – MATERIALS HANDLING and LIFTING:

1.0 Scope and Application

This policy has been developed to provide safe work practices designed to protect against sprain and strain type injuries during material handling. This policy applies to all material handling activities. Construction type activities that require material handling shall comply with the requirements of 29 CFR Part 1926.250 to 1926.251 as promulgated by the Occupational Safety and Health Administration (OSHA). This policy complies with Chapter 32 (Public Employee Safety and Health) of the Wisconsin Administrative code as promulgated by the Wisconsin Department of Commerce.

2.0 Responsibilities

Risk Management: Support and management of this policy.

Department Heads: Implementation of policy.

Supervisors: Ensure policy is adhered to by all employees.

Employees: Follow requirements contained in this policy.

All employees are responsible for complying with the requirements contained in this policy. Failure to abide by these requirements may subject the employee to disciplinary action, up to and including discharge.

3.0 Departmental Polices and Requirements

This policy represents minimum material handling requirements. Department Heads may develop specific departmental procedures to address specific material handling activities in their respective departments.

4.0 Definitions

None.

5.0 Training

All employees will receive instruction in this policy at their time of assignment and whenever this policy is revised.

6.0 Documentation Requirements

None.

7.0 Suspended Loads

Employees should never work under a suspended load or leave equipment unattended with a suspended load.



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8.0 Stacking Material

When piling materials, make sure that the base is firm and level. Cross tie each layer. Keep piles level and not stacked too high (use shoulder height as a guideline). Keep aisles clear with adequate space to work in.

9.0 Lifting and Carrying

1. Do not manually lift any materials that weigh in excess of fifty (50) pounds. If you feel materials are too heavy to lift safely, get another employee to help or use handling equipment.
2. Size up the load and check overall conditions. Do not attempt to lift alone if it appears too heavy or awkward. Check adequate space for movement and good footing.
3. Make certain of good balance. Feet shoulder width apart; one foot beside and the other foot behind the article to be lifted. Stand as close as possible to the item being lifted.
4. Bend the knees; do not stoop. Keep the back straight. Tucking in the chin straightens the back.
5. Grip the load with palms of the hand and the fingers. The palm grip is more secure. With grip taken, tuck in the chin to make certain the back is straight.
6. Use the body weight to start the load moving and then lift by pushing up with the legs, as the legs are our strongest set of muscles.
7. Keep the arms and elbows close to the body when lifting.
8. Do not twist the body. To change directions shift foot position and turn the entire body.
9. If the load is to be lowered, bend the knees; do not stoop. To deposit the load on a bench, shelf or table, place it on the edge and push it into position.
10. When equipment is available and conditions make it practical, mechanical devices should be used for lifting and carrying. Cranes, hoists, elevators, conveyors, lift trucks and similar units are made for this purpose. (Caution: Certain equipment may require training prior to operation. Discuss training requirements for material handling equipment with your supervisor.)

10.0 Incompatible Materials

Incompatible materials shall be segregated to prevent accidental contact with each other that may result in fire, explosion or toxic gas emission.

End Policy