

## Toolbox Safety Topic

### Manual Material Handling

Strains, sprains, fractures, and bruises are common injuries resulting from material handling. Approximately one-fourth of all job related injuries happen while material is being carried, repositioned, lowered, or lifted.

**What are some examples of materials you must move during your work?** (how heavy? how far?) (Point out the equipment available within your department that should be used for moving and handling materials. Note: the equipment should be available, in good condition, and employees should be shown how to use it properly. Some equipment, such as forklifts, require operator training and certification by EHSS.)

Some examples are:

- pallet jacks
- dollies
- forklifts
- overhead cranes and hoists
- carts

Apply the following safe work practices to reduce the possibility of injuries to fingers, toes, arms, legs, and body.

1. Wear the proper personal protective equipment. Protect your hands with a good pair of gloves and your feet with good sturdy leather work shoes (NO SANDALS).
2. If you must carry materials from one location to another, eliminate tripping hazards, slippery or unsafe conditions that may be in your path.
3. If more than one employee is handling the material, coordinate the lifting and carrying operations.
4. Keep fingers away from pinch and shear (cut) points, especially when setting materials down.
5. Examine materials for splinters, splinters, jagged or sharp edges prior to handling.
6. Wipe off greasy, wet, and slippery objects before trying to handle them. Also keep hands free of oil and grease. Use slip-resistant gloves if necessary.
7. Use correct lifting techniques (lift with your legs, not your back) and get help on heavy or large loads.
8. Use mechanical devices, such as floor cranes, hoists, and come-alongs where practical.

The most important thing you can do to ensure your safety when handling materials and equipment is to:

- Keep your mind on your work!
- Think about what you are doing!
- Be aware of the conditions around you!

**Any questions?**

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Date: \_\_\_\_\_

Meeting Conducted By: \_\_\_\_\_ Title: \_\_\_\_\_

**Attendees**

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