**Task:** MATERIALS HANDLING (LIFTING AND MOVING)

**Modification to Daily Attire Requirements:** Long Pants or Coveralls

**Required PPE:**
1. Non-slip shoes with protective toe cover (steel or composite)
2. Leather gloves or “Gripper” (slip resistant) type gloves

**Required Training:**
- Safe Lifting Training
- Read, understand, and follow manufacturer safety instructions for all mechanical lifting aids

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| Preparing to Move Items / Planning the lift | None- no lifting has occurred | - Stretch the body and back muscles *prior to lifting*; use techniques as demonstrated during safe lifting training.  
- Check for tags on loads; consider contents (fluid or solids), shape, size, and weight  
- Wear appropriate shoes  
- If gloves are needed, wear gloves that fit; loose gloves reduce grip ability by up to 40%  
- If working with others, discuss the lift and moving plan so there are no “surprise” movements |
| Musculoskeletal Injury including: strains, sprains, slips, and falls. Cuts, bruises, and other potential injuries from falling materials | |  
- Before lifting, test load for stability and weight  
- Check the load (all items) for sharp edges, protruding objects and other hazards: Cover with padding to protect from cuts/bruises  
- Clear the area prior to lifting and moving items; make sure walk path is clear of trip and fall hazards  
- Determine if lift requires two persons or other mechanical aid *before* lifting and moving large, awkward, or heavy items |
| Lifting and Moving | Musculoskeletal Injury including: strains, sprains, slips, and falls. Cuts, scrapes bruises, and other potential injuries. |  
- Get a secure grip  
- Use both hands  
- Slide, push or roll items instead of carrying when possible  
- Pad the body to avoid bruising as needed; make sure the padding cannot come loose or fall to the ground and cause a trip/fall hazard  
- Avoid jerking; use smooth even motions  
- Keep the load as close to the body as possible |
| Lifting and Moving (continued) | Musculoskeletal Injury including: strains, sprains, slips, and falls. Cuts, scrapes, bruises, and other potential injuries. | Use your legs to push up and lift the load; not the upper body or back
Do not twist the body. Step to one side or the other to turn
Use extra caution when lifting loads that are or may become unstable
Alternate heavy lifting or forceful exertions tasks with less physically demanding tasks, take breaks
As needed, if possible, reduce the weight of the load by removing items or separating boxes into two or more smaller loads
Repack containers if possible to stabilize loads
Minimize distance of travel when hand carrying loads- use mechanical aids when needed
Never carry loads that block the field of vision
Never attempt to lift or carry a load that is too heavy for your ability; STOP and ask for assistance |

Note: If you feel you need additional training to lift and carry materials safely; please notify your supervisor so training can be arranged.