

Safety & Risk Management Policies and Procedures

Title: Material Handling Procedure

Date: August 2013

Rationale: To provide a procedure that covers a variety of safety aspects when handling various materials in order to prevent employees and others from injury.

Goals: The goal of our material handling program is to educate the campus community in how to safely handle materials in order to help prevent accidents and injuries related to handling and transporting equipment, materials, and supplies by various methods.

Procedure:

Plan your route / inspect your equipment

- Clear pathway and plan before you start, look for obstructions or unsafe conditions and know your route.
- Check tires, straps, brakes, structure, wheels turn freely

Load material safely & securely – Use material handling equipment whenever possible to avoid back/stress or strain injuries

- Lift safely - use your legs not your back.
- Heavy items should be on the bottom, don't over stack the load!
- Tie down loose or uneven loads.
- Keep a low center of gravity.
- Lean the hand truck back until the load is balanced. The weight should be on the axle, not the handle or "finger hold."

Transport under control

- Use special caution around corners, doorways, and other people.
- Protect your hands by keeping them inside the handle and wearing gloves.
- Protect your feet by using caution with wheels and wearing work boots.
- Push, not pull, the hand truck when possible.
- Maintain good back posture.
- Down ramp - hand truck should be in front of you (push position).
- Up ramp - hand truck should be behind you (pull position).

Unload

- Bend with legs and keep your back straight.
- Move your entire body/feet and don't twist your upper body.
- Stay balanced.
- Stack materials safely and securely with heavy items on the bottom.
- Secure the stack and avoid a tip over accident.

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Date:

Approved (signature and date):

Supervisor _____

Director of Physical Plant _____

AVP for Facilities _____

Vice President for Fiscal Affairs If needed _____

Copy:

All supervisors _____

Related crafts _____

Department Heads _____

VP's _____

President _____