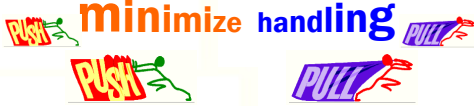
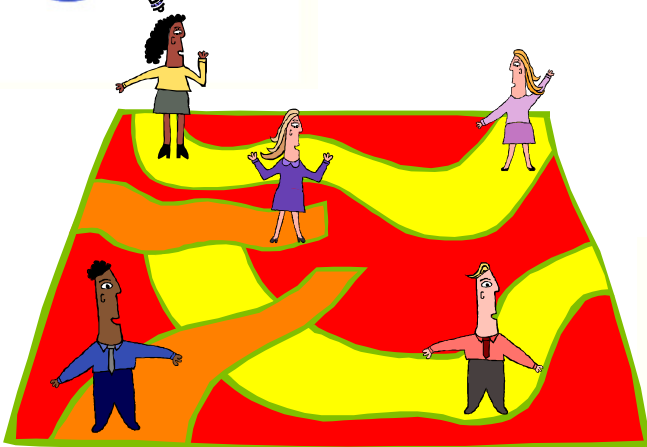


# SUGGESTIONS FOR SAFER MATERIAL HANDLING

**1** Arrange materials to **minimize handling**



**2** Think through the path the load will travel.



Could the path be shorter?

**3** If the size of the load can't be changed, can two people move it instead of one?



**4** Think about grouping or combining materials in a different way.

Could the loads be combined on a pallet and moved by a forklift? truck?



**5** Could it be broken into units small enough one person could move safely?



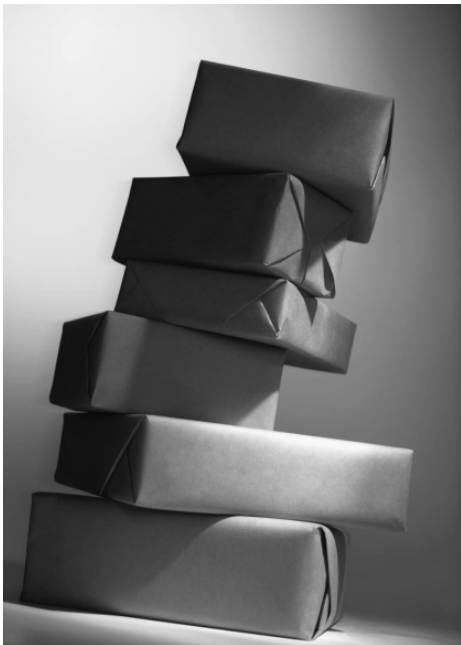
**6** Can handles be used so it's easier to move?



# SUGGESTIONS FOR SAFER MATERIAL HANDLING

**1**

**Before moving the load,**

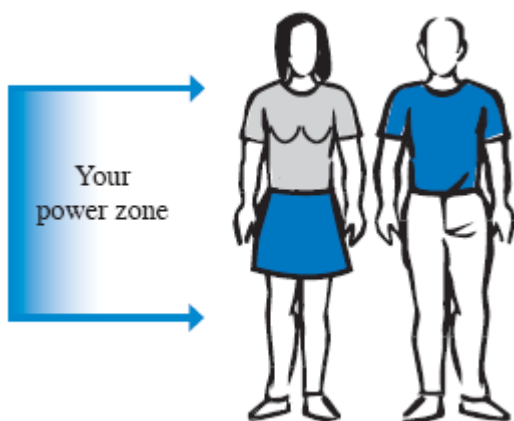


**size  
it  
up.**

**Test  
it  
for  
weight  
and  
stability.**

**2**

**Plan the lift**



**Carry loads between the height of  
your knuckles and shoulders  
whenever possible to reduce the  
chance of strain and fatigue.**

**3**

**Perform the lift.**

- a] **Get a secure grip.**
- b] **Use both hands whenever possible.**
- c] **Avoid jerking by using smooth, even motions.**
- d] **Keep the load as close to the body as possible.**
- e] **To the extent feasible use your legs to push up and lift the load, not the upper body or back.**
- f] **Do not twist your body. Step to one side or the other to turn.**
- g] **Alternate heavy lifting or forceful exertion tasks with less physically demanding**

## Users' guide

**These “Suggestions” are intended to help you begin and continue talking with your employees about material handling safety. Many things can be done to improve material handling. However, improvement only begins once everyone recognizes a problem and decides to make things better.**

**Accident data show that Housekeeping and Dining Hall employees have the highest rates of material handling injuries. Please use these “Suggestions” to review current work practices. Then, apply these ideas to change the way employees handle materials. This could involve retraining, new procedures, re-arranging materials, or different equipment. Your efforts will be most successful if you involve employees and let them help you solve material handling issues.**

**Please contact EHSS for additional improvement ideas & suggestions.**