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EBB-1

MATERIAL HANDLING PROCEDURE

Purpose

Division tasks include the requirement to move a variety of materials. By identifying each material handling task and developing a safe work procedure injuries will be prevented.

Scope

This operating procedure applies to all employees and students handling materials in St. James-Assiniboia School Division facilities.

Contractors working on St. James-Assiniboia School Division premises shall be responsible to meet the requirements of the Contractor's Terms and Conditions Governing Work at St. James-Assiniboia School Division as outlined in EBBAF/FEDD.

Material Handling Procedure

All division tasks including material handling shall be analyzed using the division's "Job Hazard Analysis" procedure. The analysis will then be developed into a "safe work" procedure. Once a safe work procedure is developed for a particular task it becomes the only acceptable operational procedure for the performance of that particular task. All activities in the workplace involve some degree of manual handling activity. The activities most likely to cause an injury will be identified first, and then assessed, to decide how to manage them most effectively. Where an analysis has not been carried out, the guidelines below must be followed.

- 1) Avoid manual handling where reasonably practicable. Consider whether the load must be moved at all. If it must be moved, determine whether it can be moved mechanically, for example, by wheeled cart.
- 2) Rolling ladders only must be used to move material to and from areas such as mezzanines and storage racks. The use of stepladders or extension ladders is not acceptable.
- 3) Consider the following factors before handling any material:
 - i. The actions and movements required.
 - ii. The postures and positions used to do the task.
 - iii. The location of loads and the distances they have to be moved.

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- iv. Weights and forces involved.
 - v. Characteristics of the load and equipment (size, shape, etc)
- 4) If you are unsure you can move the load safely do not attempt to move it. Ask for help and inform your immediate supervisor of your concern.

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