

# Job Safety Analysis

Task:

**Materials Handling (lifting and Moving)**

T030

4/7/20

Group/Department:

Maintenance

Reviewed By:

D Vanderleest

LN#	Task	Hazard	Control
1	Preparing to Move Items / Planning the lift	Musculoskeletal Injury including: sprains, strains, slips, and falls. Cuts, bruises, and other potential injuries from falling materials	<ul style="list-style-type: none"> <li>• Before lifting, test load for stability and weight</li> <li>• Check the load (all items) for sharp edges, protruding objects and other hazards: Cover with padding to protect from cuts/bruises</li> <li>• Clear the area prior to lifting and moving items; make sure walk path is clear of trip and fall hazards</li> <li>• Determine if lift requires two persons or other mechanical aid before lifting and moving large, awkward, or heavy items</li> </ul>
2	Lifting and Moving	Musculoskeletal Injury including: sprains, strains, slips, and falls. Cuts, scrapes bruises, and other potential injuries.	<ul style="list-style-type: none"> <li>• Get a secure grip</li> <li>• Use both hands</li> <li>• Slide, push or roll items instead of carrying when possible</li> <li>• 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</li> <li>• Avoid jerking; use smooth even motions</li> <li>• Keep the load as close to the body as possible</li> <li>• Use your legs to push up and lift the load; not the upper body or back</li> <li>• Do not twist the body. Step to one side or the other to turn</li> <li>• Use extra caution when lifting loads</li> </ul>

Required Equipment:

1. Non-slip shoes with protective toe cover (steel or composite)
2. Leather gloves or "Gripper" (slip resistant) type gloves

Required Training:

Read, understand, and follow manufacturer's safety instructions.  
Training with qualified person prior to use.  
SAFESCHOOLS - Hand and Power tool Safety  
SAFESCHOOLS - General Safety Orientation

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			<p>that are or may become unstable</p> <ul style="list-style-type: none"> <li>• Alternate heavy lifting or forceful exertions tasks with less physically demanding tasks, take breaks</li> <li>• As needed, if possible, reduce the weight of the load by removing items or separating boxes into two or more smaller loads</li> <li>• Repack containers if possible to stabilize loads</li> <li>• Minimize distance of travel when hand carrying loads- use mechanical aids when needed</li> <li>• Never carry loads that block the field of vision</li> <li>• Never attempt to lift or carry a load that is too heavy for your ability; STOP and ask for assistance</li> </ul>
3	Preparing to Move Items / Planning the lift	None- no lifting has occurred	<ul style="list-style-type: none"> <li>• Stretch the body and back muscles prior to lifting; use techniques as demonstrated during safe lifting training.</li> <li>• Check for tags on loads; consider contents (fluid or solids), shape, size, and weight</li> <li>• Wear appropriate shoes</li> <li>• If gloves are needed, wear gloves that fit; loose gloves reduce grip ability by up to 40%</li> <li>• If working with others, discuss the lift</li> </ul>

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"surprise: movements

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