

Manual Handling of Materials

- ◆ Long pieces of pipe, bar stock or lumber should be carried over a padded shoulder with the front end held high to avoid hitting other employees.
- ◆ Regularly inspect tools and equipment — a dull or faulty tool can cause an injury.
- ◆ Use the right tool for the job.
- ◆ Do not attempt to use fingers as a pry, a wrench for a hammer, or a screwdriver for a chisel.
- ◆ Wear work gloves for hand protection.
- ◆ Proper clearance at the top and on all sides of piles is necessary for safety. When material is piled, it should be in stacks that will stand steady — sometimes this means that the materials must be crisscrossed or interleaved with corrugated board.
- ◆ Objects that roll should be chocked.
- ◆ Keep tools and other articles in the right bin or drum and wipe up spills right away.
- ◆ The best way to handle boxes and cartons is to grasp the opposite top and bottom corners and pull the bottom toward your legs before lifting.
- ◆ Proper lifting:
 - Crouch close to the load and then use leg muscles to lift.
 - After the lift has been made it's very important to turn correctly while carrying an object — don't twist your body!
 - Turn by shifting feet or by using short steps.
 - Before lifting, make sure there are no obstructions or slippery spots on the route of travel.
 - If it is necessary for two or more workers to carry an object, they should both be about the same size and one should be in position to watch and coach the other en route.

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