
Discussion Leaders Guide Session Manual Materials Handling

1. Preparation

- You will need a DVD player and a television.
- Review the **Tell**, **Ask** and **Review** portions of the Discussion Leaders Guide. You will be presenting the material in *italic* to the group during these sections.
- Preview the video before you show it.
- Ensure that everyone attending the training can easily see and hear the video.
- Print the handouts prior to the training.

Training Day

2. Introduce the Topic

Tell: *Today we are going to review the workplace hazards related to manual materials handling. Manual materials handling is lifting, lowering, pushing, pulling and carrying things by hand. The training will include both a video presentation and discussion time. You may be asked questions during the discussion time.*

*Look at your handout titled **Hazards Identification**.*

Remember that hazards are conditions or actions that can cause injuries or illness.

Preventing injuries from manual materials handling requires you to know what the hazards are and what to do to avoid them.

Most injuries from manual materials handling are to the knees, shoulders and back. Injuries from lifting are one of the most common workplace accidents. Manual materials handling hazards can also be called ergonomic hazards. Some of the hazards are:

- *Weights of the load...Heavy loads increase the chance of injury.*

- Overall size of the items...Bulky or odd shaped items even if not heavy are hard to move.
- Frequency...Even a light load can cause fatigue if lifted too often. Lifting more than 15 times per minute should be avoided.
- Twisting at the waist while lifting...Moving an object from one place to another without moving your feet.
- Horizontal Distance...The farther the load is from your body the more hazardous the move.
- Vertical Distance...Lifts from the floor or overhead.
- Handholds...Difficult to hold items increase the force needed to move them, creating a greater hazard.

Use examples from your own workplace if available.

Let's start the DVD now.

3. Start the DVD

- Select your language choice
- Select scenario

4. The DVD has paused

5. Encourage discussion

ASK: *Why is this situation hazardous?
What hazards do you see in the video?
What should the worker do to prevent an accident from happening?
What can we do to reduce lifting and moving hazards here?*

6. Restart the DVD

7. Review

Tell: *Eliminating injuries from manual materials handling takes everyone knowing the hazards and avoiding them.*

*Look at you handout titled **Preventing**.*

Let's review a few of the prevention steps.

-
- *Size up the load if it is too heavy, get help or use a dolly or cart to move the item. It is better to get help than to get hurt.*

Go over what equipment is available at your workplace to help move heavy or awkward items.

When you do have to lift something:

- *Start the lift with a good base, feet shoulder width apart, one foot slightly ahead of the other*
- *Bend your knees, not your back*
- *Get close to the load*
- *Then lift*
- *Never Lift and Twist instead, move your feet*

You may want to demonstrate a lift.

Everything we do affects our backs. Once your back has been injured, it will never be as strong as it was before. Planning ahead will help prevent injuries. Never try to move anything that is too heavy for you. If you have ideas on how we might reduce manual materials hazards let a safety committee member or supervisor know. Finding ways to reduce exposure to hazards is an important part of preventing injuries.

If you have one, review of your company's safety policies on lifting and manual materials handling.

Are there any questions?

ADDITIONAL RESOURCES

Stretching exercise handout (courtesy of SAIF Corporation.)

Hazards Identification Manual Materials Handling

To prevent accidents you must know how to identify hazards and what to do to correct or eliminate them.

Hazards = Conditions or actions that can cause injury or illness

Exposure = How close you are to the hazard

Common Hazards

- Weight of the load...Heavy loads increase the chance of injury.
- Overall size of the items...Bulky or odd shaped items even if not heavy are hard to move.
- Frequency...Even a light load can cause fatigue if lifted too often. Lifting more than 15 times per minute should be avoided.
- Twisting at the waist while lifting...Moving an object from one place to another without moving your feet.
- Horizontal Distance...The farther the load is from your body the more hazardous the move.
- Vertical Distance...Lifts from the floor or overhead.
- Handholds...Difficult to hold items increase the force needed to move them, creating a greater hazard.

Preventing Manual Material Handling

Prevent injuries from manual materials handling by following a few simple guidelines.

THINK...Ahead

- Size up the load; check the weight, size and balance.
- Use equipment like a hand truck or cart whenever possible.
- Use the path that is clear of hazards that could make you slip and fall.
- Always push instead of pulling loads.

ACT...Now

- Start the lift with a good base, feet shoulder width apart one foot slightly ahead of the other.
- Squat down; do not bend at the waist. Use your legs to lift not your back.
- Get close to the load.
- Never lift and twist.

WATCH...Your Step

- Store heavy or frequently moved objects at or near waist level.
- Know your limits; get help when you need it.
- Exercise helps you strengthen your muscles and reduce the chance of injury.