 THOMPSON RIVERS UNIVERSITY Safety & Emergency Management	Number:	S&EM 18.55.1
	Revision Date:	11/22/2017
	Manual and Mechanical Material Handling Procedure	

Printed copies of this document are uncontrolled.

1. **PURPOSE**







1.1. To provide direction in the process of manual material handling as well as when mechanical means is to be used to reduce risk of injury.

2. **SCOPE**





2.1. All Staff of TRU who during the course of their duties does some form of manual material handling.

3. **PRECAUTIONS**

POTENTIAL HEALTH & SAFETY HAZARDS

HAZARD		TO PROTECT YOURSELF
PINCH POINTS		NEVER put your hands or feet near an exposed pinch point.
HIGH SOUND LEVELS Sound levels exceed 85 dB		HEARING PROTECTION is required when working in designated areas.
EXPOSURE		Understand the chemical(s) you are working in the vicinity of. Consult the MSDS and wear the appropriate PPE.
FOOT INJURY		Approved protective footwear is needed when there is the risk of foot injury due to slipping, uneven terrain, abrasion, crushing potential, temperature extremes, corrosive substances, puncture hazards, electrical shock and any other recognizable hazard
LACERATION		Wear cut resistant gloves
FOOT INJURY Falling objects		The appropriate ASTM or CSA approved footwear must be worn when job hazard analysis shows it is needed.

4. **PERSONAL PROTECTIVE EQUIPMENT**

	Safety glasses must be worn at all times in work area!
	Work Boots must be worn at all times when working in an area where there is risk of serious foot injury due materials falling onto the foot.
	Work Gloves should be worn when there is a risk of hand injury during the course of work tasks.
	Hard hats must be worn when working in an environment where there is a risk of objects falling from above or where there is a high risk of striking your head on objects.

5. **PROCEDURES**

5.1.

6. **ASSOCIATED DOCUMENTATION**

<u>Doc. Number</u>	<u>Doc. Title</u>
17.05.1	JSA Procedures
17.06.1	JSA Worksheet

7. **RECORDS/VERIFICATION OF UNDERSTANDING**

7.1. Records

7.2. Verification of Understanding

7.2.1. A training master log will be maintained by

8. **SUMMARY OF CHANGES**

Revision #	Date	Change (include section #)	Issued By
	1/21/13	NEW	OHS Manager

Printed copies of this document are uncontrolled.

Revision #	Date	Change (include section #)	Issued By