



PARTNERING WITH TOWNSHIPS

TOWNSHIP OFFICIALS OF ILLINOIS RISK MANAGEMENT ASSOCIATION

RISK REMINDER

MATERIAL HANDLING

Move that Load Safely

Those of us whose jobs require material handling may already know about safe lifting techniques. But safe lifting is only one aspect of material handling. Transporting the load safely is the other. How you move or carry and put down the load is just as important as how you pick it up. The following tips can help you move the load safely and protect your back from stress, strain and potential injury.

Manual Material Handling

Safe lifting means keeping your back aligned and balanced when lifting. Most standard loads under 25 pounds can be lifted and carried by following these steps.

Begin by bending from your knees (not your waist), tucking in your pelvis and tightening your stomach muscles. Then hug the load close to you and gradually lift yourself up using the strong muscles in your legs. When carrying the object, be sure not to twist or bend. Then, when setting it down, bend at the knees and slowly slide the load down your body until you can comfortably put it down.

Mechanical Aids

Not all loads can (or should) be lifted by you or your coworkers. Carts, bins, dollies, forklifts and manual and powered hand trucks are mechanical aids that can help transport a load without putting undo strain on your back. Pushcarts and bins can be useful for light, awkward loads, while hand trucks and forklifts can help move heavier, stackable material. When using mechanical aids, be sure that the load is secured in place before moving it and be sure to push the device rather than pulling it.

Tips to Remember

Whenever you lift or transport materials, keep these tips in mind. You'll place less stress on your back and will get the job done safely:

- Always wear shoes or boots with firm, slip-resistant soles.
- Make sure your path is clear and well lighted before lifting or moving the load.
- Know where to put the load down before you lift it.
- Never hurry when carrying a load.
- Organize your work area to reduce unnecessary lifting or moving.
- Check the condition of mechanical aids before loading. Are nuts, bolts or moving parts properly adjusted? Are the wheels stable and in good condition?
- Be safe - and you won't be sorry.

Correct



Incorrect



For more information, contact your Loss Control Consultant at (888) 562-7861

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