

Material Handling

Safety Meeting Packet

Protect Your Workforce



Effective material handling is a critical component of many industries. Operations can range from hoisting materials on a construction worksite with a crane, to carrying items across a warehouse. The employer is responsible for making sure employees are aware of the hazards inherent in these activities, understand common precautions, and successfully complete a formal training program.

- Clear walkways – Make sure walkways are clear and in good condition to prevent falls and slips. Walkways must also be of an adequate height and width to allow enough clearance for the operations taking place.

Precautions

Depending on how the materials are being handled, there are some precautions that can be taken to prevent the risk of injury.

Common Hazards

Hazards vary by industry, making it important for employers to make their employees aware of hazards specific to their workplace. The following common hazards should be included in a workplace hazard review:

- Falling objects
- Improperly stacked materials
- Manually lifting and moving heavy and bulky items

Safety Principles

Injuries resulting from the handling and storage of materials can be reduced by following and incorporating a few common safety principles into the workplace. OSHA recommends the following:

- Ergonomics – Ergonomics involves designing a job to fit the worker to create an efficient and safe environment. Applying ergonomic principles to the handling and storage of materials could involve arranging the work area in a manner that makes it easier to perform the job or reducing the size of the materials that are being manually moved.
- Fire safety – Employees must be aware of fire evacuation and action plans, the types of flammable materials in the workplace, and how to safely handle the materials.

Manually Moving

- Use personal protective equipment (i.e. gloves, steel-toed boots, lifting belts)
- Use proper lifting techniques
- Use handles when available
- Seek help moving an item if it is too heavy or cumbersome or if the employee cannot see around or over it



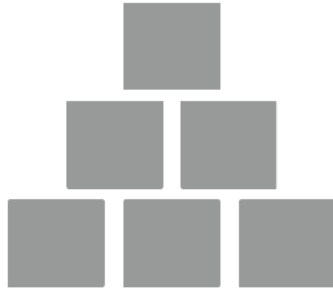
Mechanically Moving

- Use the weight, size, and shape of material to determine the equipment needed
- Use equipment within its rated capacity
- When using a forklift, center the material, adjust the materials to the lowest position possible when moving, and pile and cross-tier stacked materials when possible
- Do not counterbalance the material being moved by adding weight to the back of mechanical equipment
- Post clearance limit signs



Stacking

- Do not exceed maximum capacity of shelving or racks
- Stack the heaviest items on the floor or the lowest level of a shelf or rack
- Be aware of material-specific stacking requirements
- Lumber: remove nails; stack up to 16 feet high if being done manually and 20 feet high mechanically
- Brick Stacks: 7 feet high, tapering back 2 inches per foot over the 4-foot level
- Masonry Blocks: taper back $\frac{1}{2}$ block per tier above the 6-foot level
- Bagged Items: step the layers back and cross-key the bags at least every 10 bags high
- Make sure stacks are stable and self-supporting
- Stack drums and barrels symmetrically and block the bottom tiers to prevent rolling
- Paint markings on poles or walls to identify maximum stacking heights



Formal Safety Training Program

OSHA recommends employers adopt a written formal training program designed to educate employees on the hazards present in their workplace and how to avoid them. In such a training program, OSHA recommends placing emphasis on such topics as the proper use of equipment, the importance of using proper lifting techniques, avoiding unnecessary physical strain, and recognizing and working to prevent potential hazards.

For additional information, please review:

- OSHA Materials Handling and Storage Standards 29 CFR 1910.176 and 1910.178.
 - Safety and Health Regulations for Construction, 29 CFR 1926.250.
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Material Handling

Safety Meeting Attendance Acknowledgement

Company Name _____
 Department / Division _____
 Meeting Date & Time _____ AM PM
 Meeting Location _____
 Name & Title of Individual Conducting Meeting _____

Key Meeting Discussion Points / Important Reminders:

- _____
- _____
- _____
- _____

Internal Procedures Reviewed:

- _____
- _____
- _____
- _____

By signing this document, you confirm your attendance at the meeting and acknowledge the issues addressed above!

Employees in Attendance		
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
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(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____

Employees not present: _____

Suggestions/Recommendations to improve workplace safety and health: _____

Actions Taken: _____

Manager/Supervisor: _____ Date: _____

Disclaimer:

The information provided above was assembled using multiple resources. However, these materials do not contain ALL the information available regarding the required safety standards under local, provincial, state, or federal law for your industry.
