



Safe Work Practice (SWP)

Name of Task Materials Handling	
Department/Unit: All staff	
Personal Protective Equipment or other required equipment and safety considerations: CSA approved footwear. Long hair must be tied back or contained. No loose fitting clothing, or jewelry (watches, rings or necklaces).	
Hazards: Awkward/sustained posture, stress on muscles, forceful exertions, and repetitive movements	
Required Training:	<ul style="list-style-type: none">• Successful completion of safety unit and test.• Training in-house by individuals, experienced and knowledgeable with the tool.
Steps to be taken to complete task safely:	
1	Pre-Operational Safety Checks: <ul style="list-style-type: none">• Inspect required personal protective equipment and replace if required.
2	Put on all required personal protective equipment.
3	Test weight of the load before lifting by tilting the corner.
4	Ask for help if load is too heavy or use mechanical lifting device.
<i>If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure. Report any hazardous situation to your instructor/supervisor immediately.</i>	
Responsibilities, Completion and Review	
<i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</i>	
Completed by and Date:	Approved by:
Last Reviewed/Revised by and Date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.