



Task Title: Understanding Manual Material Handling practices in the workplace

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description:

Read a document on Manual Material Handling practices and answer questions about general practices to prevent injuries and stay safe in the workplace.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret Documents/A2.2

Materials Required:

- Pen and paper and/or digital device

Learner Information

Every workplace includes tasks that involve manual materials handling: lifting, lowering, carrying, pushing, pulling, holding or restraining. It is important to understand general materials handling practices to prevent injuries and stay safe at your workplace. Scan Manual Materials Handling (MMH) - General Practice.



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Manual Materials Handling (MMH)

MMH - General Practice

On this page

[What types of protective clothing should be worn?](#)

[What should you do before lifting?](#)

[What are some general tips for lifting?](#)

What types of protective clothing should be worn?

DO WEAR

Lightweight, flexible, tear and puncture-resistant clothing.

Safety boots with toe caps and slip-resistant soles.

Protective gloves, appropriate for the materials being handled.

DO NOT WEAR

- Clothing that may interfere or 'snag' on the object you are lifting, such as aprons, coats or clothing with exposed buttons, zippers or loose flaps.

- Heavy duty mitts that limit your grasp.

What should you do before lifting?

- Always check before lifting to see if mechanical aids such as hoists, lift trucks dollies or wheelbarrows are available.
- Get help with heavy or awkward loads.
- Assess and identify the weight of the load.
- Be sure that you can lift the load without over-exertion.
- Be sure that the load is "free" to move.
- Check that the contents of the load are stable and balanced. Repack items so the contents will not shift, where possible.
- Check that the planned location of the load is free of obstacles and debris.

Task Title: Manual Materials Handling practices in the workplace_EA_A2.2

- Be sure that the path to the planned location of the load is clear. Grease, oil, water, litter and debris can cause slips and falls.
- Particular handling and lifting techniques are needed for different kinds of loads or materials being handled (for example, [compact loads](#), [small bags](#), [large sacks](#), [drums and barrels](#), [cylinders](#), [sheet materials](#) like metal or glass).
- Do not lift if you are not sure that you can handle the load safely.

What are some general tips for lifting?

- Prepare for the lift by warming up the muscles.
- Stand close to the load and face the way you intend to move.
- Use a wide stance to gain balance.
- Be sure you have a good grip on the load.
- Keep arms straight.
- Tighten abdominal muscles.
- Tuck chin into the chest.
- Initiate the lift with body weight.
- Lift the load as close to and as centred to the body as possible.
- Lift smoothly without jerking.
- Avoid twisting and side bending while lifting.
- Avoid carrying loads with only one hand.

Fact sheet last revised: 2019-06-04

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Work Sheet

Task 1: List two pieces of protective clothing you should wear when material handling.

Answer:

Task 2: Why shouldn't you wear clothing with exposed buttons or zippers?

Answer:

Task 3: What should you always check before lifting?

Answer:

Task 4: When should you repack items before moving them?

Answer:

Task 5: What should you do if you are not sure you can safely handle the load?

Answer:

Task Title: Manual Materials Handling practices in the workplace_EA_A2.2

Task 6: List three things you can do to lift safely.

Answer:

Answers

Task 1: List two pieces of protective clothing you should wear when material handling.

Answer: Any two of the following are correct.

- Lightweight, flexible, tear and puncture-resistant clothing
- Safety boots with toes caps and slip-resistant soles
- Protective gloves, appropriate for the materials being handled

Task 2: Why shouldn't you wear clothing with exposed buttons or zippers?

Answer: They "may interfere or 'snag' on the object you are lifting"

Task 3: What should you always check before lifting?

Answer: "Always check before lifting to see if mechanical aids such as hoists, lift trucks, dollies or wheelbarrows are available."

Task 4: When should you repack items before moving them?

Answer: Repack items when the contents of the load are not stable and balanced.

Task 5: What should you do if you are not sure you can safely handle the load?

Answer: Do not lift.

Task 6: List three things you can do to lift safely.

Answer: Any three of the following are correct

- Prepare for the lift by warming up the muscles.
- Stand close to the load and face the way you intend to move.
- Use a wide stance to gain balance
- Keep your arms straight

Task Title: Manual Materials Handling practices in the workplace_EA_A2.2

- Tighten abdominal muscles.
- Tuck chin into the chest.
- Initiate the lift with body weight.
- Lift the load as close to and as centred to the body as possible.
- Lift smoothly without jerking.
- Avoid twisting and side bending while lifting.
- Avoid carrying loads with only one hand.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	Perform limited searches using one or two search criteria			
A2.2	Uses layout to locate information			
A2.2	Interpret documents to locate and connect information			

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):

URLs

Link to document online:

<https://www.ccohs.ca/oshanswers/ergonomics/mmh/generalpractice.html>