



## Policy

Saskatoon & Area - Occupational Health & Safety

**Number:** 60-001-2

**Title:** TLR: Material Handling

**Saskatchewan Employment Act:**

**OHS Regulation:** 6-15, 6-18, 31-4

**Date:** January 1, 2017

**Date Revised/Reaffirmed:** December 30, 2021

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### Purpose

- To eliminate injuries due to lifting and handling loads
- To establish safe work procedures in transporting and handling loads using minimal manual effort and maximum use of equipment
- To provide training on proper use handling, safe storage and safe practices

### Roles and Responsibilities

Employer must ensure:

- Material handling equipment is provided and used for the handling of heavy or awkward loads
- When use of equipment is not reasonably practicable, take all feasible means to adapt heavy or awkward loads to facilitate lifting, holding or transporting by workers

Manager/Supervisor must ensure:

- All workers who will be handling chemicals have been competently trained in the safe work procedures and processes for handling, use, storage and disposal
- Material handling equipment that is purchased is easy to use and maintain
- That workers use equipment to minimize manual handling
- Ensure equipment has alarms and lights where appropriate to notify others in the work area
- That work areas are designed so that material can be moved via chute or other devices whenever possible
- Enough time and people are available to handle material safely
- All manufacturer's user manuals are accessible to workers
- All workers are trained in TLR General Moving and re-certified every three years
- Safe work procedures are written and followed, including information on proper clothing and footwear

Worker must ensure:

- Equipment is used to minimize manual handling
- They have been trained in and follow all safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)
- They report to their supervisor and the Safety Alert System/Incident Report Line any incidents or near misses

**Orientation & Training**

- TLR General Moving
- Training on any lifts or mechanical devices used to aid with lifting

**Materials**

- Appropriate PPE if required

**Non-Compliance/Breach:**

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

**References**

- <https://www.saswh.ca/index.php/safety-talks/11-resources/280-object-moving>

## Review Dates:

January 1, 2017

June 5, 2018

December 30, 2021