



Procedure

Saskatoon & Area - Occupational Health & Safety

Number: 60-001-2

Title: TLR: Material Handling

Saskatchewan Employment Act:

OHS Regulation: 78, 81, 470

Date: January 1, 2017

Date Revised/Reaffirmed: June 5, 2018

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Purpose

The purpose of this procedure is to establish the processes to follow to ensure safe work practices while material handling

Procedure

Manager/Supervisor:

- Assess the work to determine safest means of material handling. No worker is to engage in manual lifting or transporting loads that is likely to injure a worker. Use the Weight/Force section of the [WISHA tool](#) to assess the lifting hazards
- Develop written safe work procedure for the material handling task
- Obtain equipment such as carts, hand trucks, electric lift trucks, forklifts, barrel lifters, etc.
- Inform workers of hazards
- Ensure workers are trained in safe work procedures prior to handling loads. This includes TLR General Moving and training specific to the material and equipment used
- Shall regularly review the activities at the place of employment that may cause or aggravate injuries
- Ensure that training records are maintained and kept readily available

Worker:

- Follow safe work procedures, including assessing the load, the environment and yourself
- Use appropriate equipment, proper body mechanics and use correct number of staff
- If injury or near miss occurs, report to manager/supervisor and the Safety Alert System/Incident Reporting Line

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

- <http://saswh.ca/index.php/resources/safety-talks/object-moving>
- [WISHA Tool](#)
- SASWH: Using Carts in Health Care: <http://www.phsa.ca/Documents/Occupational-Health-Safety/GuideUsingCartsinHealthcareAresourceguideforreduci.pdf>

Review Dates:

January 1, 2017

June 5, 2018