



This Safety Meeting Outline is structured to help you apply general material handling rules to specific activities in which your employees are involved. You can choose work activities, which apply to these principles and structure your safety meeting presentation to address them.

1. Identify a task involving material handling (lifting, pushing, carrying, setting down, etc.).
2. Break the task down into its most basic steps. What does the worker do? (Example: lift a case of material from a truck bed, turn and carry it to a location in the building where it is set on the ground).
3. Apply the lifting principles shown below, as applicable:

Pre-Lift Tips

- Determine the weight of the load to be lifted or carried.
- Are you able to do it alone? Is help or mechanical assistance needed?
- Does the size/shape of the load present any problem?
- Will you have to turn/change direction while carrying the load?
- Is the route you will take clear of obstructions, slip, trip, or fall hazards?
- Do you have a back support belt, and are you wearing it properly?

Lifting From Ground Level

- Get as close as possible to the load.
- Bend your knees, not your back.
- Get a good grip on the object and test its weight.
- Keep the load close to your body and lift using your legs.
- Be aware of your balance and what part of your body is doing the work. It should be your legs.

Lifting From Overhead

- Make certain you are standing on a stable surface before you attempt the lift.
- Test the load to be sure you can lift it safely.
- Bring the object off the shelf or support carefully, maintaining your balance.
- While maintaining control of the load, bring it down to waist level.
- Whatever the task, GET HELP for heavy loads!

Lifting From a Shelf, Desk, Etc.

- Pull the load close to your body and test it for weight.
- Shift the weight of the load to your legs by keeping it close.
- Avoid reaching and lifting at the same time.

Setting Loads Down

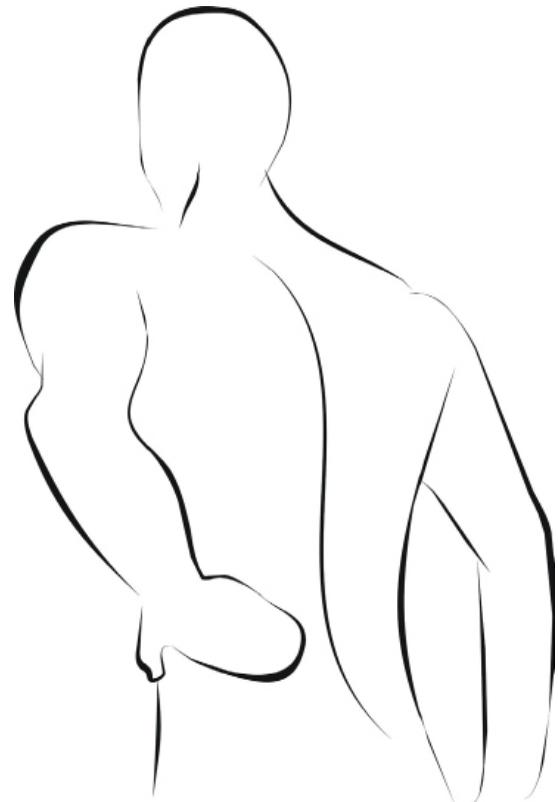
- Bend your knees, not your waist.
- Set down the corner or edge of the object closest to you first - keeping your fingers out from under the Load

Tips When Carrying

- Look ahead to make certain the way is clear.
- Set the load down if it becomes too heavy or unstable.
- Avoid stairs whenever possible. If unavoidable, use the banister or wall to help you maintain balance.
- Have someone open doors, gates, etc. for you.
- Change direction by moving your feet not your hips.
- Keep shoulders, hips and feet pointing the same direction.
- Never twist at the waist while carrying a load

Moving Carts, Hanging Loads

- Remember to push, not pull whenever possible.
- Position the load so that your legs supply the force.
- Use hands and arms for control and direction of the load.
- Keep hands & fingers inside the load whenever possible.
- Watch for pinch or shear points on carts, dollies or hoists.



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