



## Safe Material Handling

**What this Toolbox Talk Covers:**

- ✓ The “Dos” and “Don’ts” of handling materials to avoid accident or injury.

**Discussion Leader Duties:**

- ✓ Demonstrate examples and proper safety guidelines for handling materials in construction.

**Discussion Notes:**

- ✓ Discuss the outcomes of the “Dos” and “Don’ts.”

- Do**
- Lift cartons and boxes by grasping the opposite top and bottom corners, and draw a corner between your legs before lifting.
  - Carry long pieces of pipe, bar stock or lumber over a padded shoulder with the front end held high to avoid hitting other people or objects.
  - Use special caution when carrying loads around corners.
  - Protect your hands by wearing gloves when handling materials.
  - Lift loads with your legs to prevent back injury.
  - Ensure there are no slip or trip hazards in the area where you will be carrying a load.
  - Wear non-slippery, thick work shoes when carrying materials.

- Don't**
- Store materials within 18 inches of a sprinkler head.
  - Store combustible materials within 24 inches of a ceiling that does not have sprinklers.
  - Bend at the waist when lifting materials.
  - Lift materials by yourself that are so bulky they cannot be properly grasped or lifted.
  - Twist your body when carrying a load. Turn by shifting your feet or with short steps.
  - Pile materials in stacks that are so high they are unsteady.

**Discussion questions:**

1. How much distance should your materials have from a sprinkler head?
2. How can you avoid hitting other people or objects when carrying long materials over your shoulder?
3. What guidelines are important to remember when lifting loads?
4. What is the best way to carry cartons and boxes?

**Meeting notes:**

Employee comments/concerns: \_\_\_\_\_

Other safety issues to be addressed on the job/facility: \_\_\_\_\_

**Training record:** Date: \_\_\_\_\_ Jobsite/Facility: \_\_\_\_\_

Trainer: \_\_\_\_\_ Title: \_\_\_\_\_

Employee name (print)	/ (signature)	Employee name (print)	/ (signature)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Continue recording signatures on a separate sheet of paper)

Employee Quiz is provided on last page. Answers are: 1. (a), 2. (b), 3. (d), 4. (b), 5. (a)



## **Safe Material Handling**

### **Hazards include:**

Back injuries, muscle strains, cuts and scratches, chemical spills, building fires and even death.

### **Smart Safety Rules**

- Before lifting, stand close to the load with your feet shoulder width apart.
- Bend at your knees to lift materials, not at your waist.
- Ensure you have a firm grasp on the load before lifting.
- When holding a load, keep it as close to your body as possible.
- Do not twist while carrying a load; turn by shifting your feet or taking short steps.
- When piling materials in stacks, ensure the stack will stand steady. Serious injury can result from pile falls.
- When two or more workers carry an object together, they should be about the same weight.



## Employee Quiz

### Topic: Safe Material Handling

Employee Name: \_\_\_\_\_

Circle the correct answer below.

1. What is a guideline to remember when two or more workers carry an object together?
  - a. They should be about the same weight
  - b. They should both have experience lifting materials
  - c. They should have a load lifting certification
  - d. All of the above
2. It is a good idea to bend at the waist when lifting heavy objects.
  - a. True
  - b. False
3. What safety precaution should you take before lifting a heavy object?
  - a. Stand close to the object with feet shoulder width apart
  - b. Ensure you have a good grasp on the object
  - c. Bend at the knees
  - d. All of the above
4. What is the best way to turn when carrying a heavy object?
  - a. Twist at the waist
  - b. Shift your feet or take short steps
  - c. Put the object down, and turn your body before picking it back up
  - d. All of the above
5. If an object is too bulky to grasp, you should not try to carry it by yourself.
  - a. True
  - b. False

**Training record:** Date: \_\_\_\_\_ Jobsite/Facility: \_\_\_\_\_  
Trainer: \_\_\_\_\_ Title: \_\_\_\_\_