Material Handling Guide

The goal of our material handling program is to educate the campus community in how to safely handle materials in order to help prevent accidents and injuries related to handling and transporting equipment, materials, supplies by various methods.

• Plan your route / inspect your equipment
  – clear pathway and plan before you start, look for obstructions or unsafe conditions – know your route
  – check tires, straps, brakes, structure, wheels turn freely

• Load material safely & securely – use material handling equipment whenever possible to avoid back/stress or strain injuries
  – lift safely - use legs not your back
  – heavy items on bottom, don’t overstack load!
  – tie down loose or uneven loads!
  – low center of gravity
  – lean the hand truck back until load is balanced - weight should be on axle not handle – “finger hold”

• Transport under control
  – special caution at corners, doorways, other people
  – protect your hands - inside the handle - gloves
  – protect your feet - caution with wheels - work boots
  – push (not pull) the hand truck when possible
  – maintain good back posture
  – down ramp - hand truck in front of you (push position)
  – up ramp - hand truck behind you (pull position)

• Unload
  – bend with legs, keep back straight
  – move your entire body/feet - don’t twist upper body
  – stay balanced
  – stack materials safely and securely (heavy on bottom)
  – secure stack - avoid tip over accident