

Manual Section 7	Issue Date 12/21/09	Revision Date 01/15/26	Policy Number LLCP-092
Manual Material Handling			

Purpose

Handling of materials is a function that almost every employee performs as his sole duty or as a part of his regular work, either by hand or with mechanical help. It accounts for 20 to 25 percent of all occupational injuries. These injuries are from every part of an operation, not just the stockroom or warehouse. Strains, sprains, fractures, and bruises are the most common injuries. They are caused primarily by unsafe work practices (i.e. at risk behaviors) such as improper lifting, carrying too heavy a load, incorrect gripping, failing to observe proper foot or hand clearances, and failing to wear personal protective equipment.

Scope

All GIS Holdings, LLC Companies and affiliates including, Blanchard Industrial, LLC, GIS Engineering, LLC, Grand Isle Shipyard, LLC., GWIS, Mack Steel, NuWave, Valvemax, Discovery Industries, Inc., Global Inspections, LLC, and EIS, hereafter identified as “Company”.

The following rules for materials handling recommend the minimum precautionary measures to be followed:

Evaluation of Risk

Leadership shall evaluate work conditions, technologies, and procedures to assess the risk to workers of sustaining manual lifting injuries and to incorporate correct measures in the design phase of the work.

Lifting

- Keep feet parted – one alongside, one behind the object.
- Keep back arched.
- Tuck in your chin.
- Grip the object with the whole hand.
- Tuck elbows and arms in to keep the load as close to the body as possible.
- Keep body weight directly over feet.
- BEND YOUR KNEES.
- Don't twist body with load lifted. Reposition your feet if you change directions with a load.

DANGER: Leaning over handrails or into boxes or work baskets to lift a load regardless of size or weight can be extremely hazardous. Avoid bending over handrails or into boxes or work baskets. Get into the basket and hand material out when doing so does not create additional hazards (i.e. falls, caught between, crushing) or use mechanical help. When leaning over is the only option, only lighter objects shall be lifted or the job not be performed. Such options require that the individual performing the lift to lean over into the basket/box with one leg placed firmly on the ground while the other is fully extended to the rear and with one hand used for the lift and the other place on the box or basket for balance.

Material Handling Guidelines

- A Hazard Assessment shall be completed prior to manual lifting to consider size, bulk, weight and distance to carry item.
- Know the weight before lifting. If you are uncertain of your ability, make a very slow and deliberate “test lift”.
- A person should not lift more than he can comfortably handle.

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- If the object is too large or too heavy to be handled by one person and lifting equipment is not available, GET HELP a second person shall be used.
- Consider the distance to be traveled and the length of time required to maintain the grip.
- Inspect materials for slivers, jagged edges, burrs, or rough or slippery surface.
- Get a firm grip on the object.
- Gloves, wristlets, or other hand and forearm protectors can help prevent injuries.
- Attach handles, holders or other moving devices when available.
- Keep hands and walking surfaces free of oil and grease.
- Keep fingers away from pinch points, especially when setting down materials.
- When handling lumber, pipe, or other long objects, keeps hands away from the ends to prevent them from being pinched.
- When team lifting and carrying, adjust the load so that it rides level and so that each carries an equal part of the load. Coordinate and make the initial lift on a voice signal.
- When employees carry long sections of pipe or lumber, carry them on the same shoulder and walk in step.
- When handling boxes and carton, grasp the alternate top and bottom corners.
- Never carry a load that you cannot see over or around.
- Check and clear, if necessary, the walking surfaces for obstructions or slippery conditions before beginning the lift.
- Aisles should be wide enough to allow employees to move about freely.
- Heavy objects should be stored at approximately waist height.
- Safety shoes protect the feet in case a heavy load is dropped.
- **Never use your hands when placing blocks under raised loads.** Utilize a wooden stick etc. to push the block under the load.
- If materials are dusty or toxic, wear a respirator or other suitable personal protective equipment.
- All materials handling gear and equipment shall be inspected regularly.
- **Mechanical lifting devices or hand carts should be utilized whenever possible to reduce the number of trips and the potential for accident or injury.**
- If accidents or injuries do occur, proper investigations shall be conducted and corrective actions taken based on root causes to avoid future injuries. All injuries are to be recorded and reported in accordance with OSHA regulations.

Repetitive Lifting

Cutting down on the number of times the same materials are handled will reduce both the exposure to possible injury and the physical effort required. Frequent movement of the same types of material over the same routes suggests the use of mechanization, particularly where there is manual handling of heavy or bulky objects. Heavy objects to be lifted repetitively should be stored at approximately waist height. Supervisors will periodically evaluate employees for improper lifting, current work stations and realignment of the work methods or work schedules to reduce the total weight and/or the frequency of repetitive lifts. Reducing weight to be lifted, the frequency of lifts, the distance the object shall be lifted, and in particular, the “reach distance” involved in a lift will greatly reduce the exposure to lower back injury.

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When new operations are planned, proper engineering controls such as lift assists, mechanical lifting devices, and other suitable engineering controls should be evaluated to engineer out the hazards caused by manual lifting.

Training

Training shall be conducted for all new employees to ensure that employees are aware of Safe Material Handling Guidelines. Training shall include:

- Ergonomics
- Hazards of improper lifting
- Proper lifting techniques
- Reporting of hazardous conditions
- Incident reporting
- Job specific training and controls
- Ways to avoid work-related disorders

This training shall be refreshed when employee's job assignment dictates so or if the employee shows that his/her knowledge in the subject is substandard.