

Task Title: Understanding Manual Material Handling practices in the workplace

# OALCF Cover Sheet – Practitioner Copy

**Learner Name:**

**Date Started:**

**Date Completed:**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**Task Description:**

Read a document on Manual Material Handling practices and answer questions about general practices to prevent injuries and stay safe in the workplace.

**Main Competency/Task Group/Level Indicator:**

* Find and Use Information/Interpret Documents/A2.2

**Materials Required:**

* Pen and paper and/or digital device

# Learner Information

Every workplace includes tasks that involve manual materials handling: lifting, lowering, carrying, pushing, pulling, holding or restraining. It is important to understand general materials handling practices to prevent injuries and stay safe at your workplace. Scan Manual Materials Handling (MMH) - General Practice.

# 

# 

# Work Sheet

**Task 1: List two pieces of protective clothing you should wear when material handling.**

Answer:

**Task 2: Why shouldn’t you wear clothing with exposed buttons or zippers?**

Answer:

**Task 3: What should you always check before lifting?**

Answer:

**Task 4: When should you repack items before moving them?**

Answer:

**Task 5: What should you do if you are not sure you can safely handle the load?**

Answer:

**Task 6: List three things you can do to lift safely.**

Answer:

# Answers

**Task 1: List two pieces of protective clothing you should wear when material handling.**

Answer: Any two of the following are correct.

* Lightweight, flexible, tear and puncture-resistant clothing
* Safety boots with toes caps and slip-resistant soles
* Protective gloves, appropriate for the materials being handled

**Task 2: Why shouldn’t you wear clothing with exposed buttons or zippers?**

Answer: They “may interfere or ‘snag’ on the object you are lifting”

**Task 3: What should you always check before lifting?**

Answer: “Always check before lifting to see if mechanical aids such as hoists, lift trucks, dollies or wheelbarrows are available."

**Task 4: When should you repack items before moving them?**

Answer: Repack items when the contents of the load are not stable and balanced.

**Task 5: What should you do if you are not sure you can safely handle the load?**

Answer: Do not lift.

**Task 6: List three things you can do to lift safely.**

Answer: Any three of the following are correct

* Prepare for the lift by warming up the muscles.
* Stand close to the load and face the way you intend to move.
* Use a wide stance to gain balance
* Keep your arms straight
* Tighten abdominal muscles.
* Tuck chin into the chest.
* Initiate the lift with body weight.
* Lift the load as close to and as centred to the body as possible.
* Lift smoothly without jerking.
* Avoid twisting and side bending while lifting.
* Avoid carrying loads with only one hand.

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| A2.2 | Perform limited searches using one or two search criteria |  |  |  |
| A2.2 | Uses layout to locate information |  |  |  |
| A2.2 | Interpret documents to locate and connect information |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

# URLs

Link to document online: <https://www.ccohs.ca/oshanswers/ergonomics/mmh/generalpractice.html>