

**Handling Construction Materials (manual handling)****For Every Task:**

- Wear the appropriate personal protective equipment (e.g., safety glasses, hard hat, gloves, vest, safety shoes)
- Ensure the pathway is clear of obstacles
- Keep your body aligned (ears over shoulders; shoulders over hips)
- Keep elbows close to your sides
- Use a safe and effective grip
- Use a stable base; keep feet shoulder width apart and have one foot slightly ahead of the other for balance
- Lift by using your strong leg muscles
- Keep the load close
- Distribute the weight of the board evenly to assist with balancing the load when carrying
- Only lift the board when you are sure you can manage it safely – if it is unsafe, stop the task and ask for assistance
- Stop as necessary to adjust the load; you may need to safely place the load down first
- Do not carry heavy objects on one side of your body
- Use team lifting where appropriate
- Communicate what went well, what needs to change to make the task safer

**One Person Manual Handling**

- Break down the large load into smaller, manageable, safe loads
- Consider using the appropriate mobile equipment (e.g., panel rollers) to move the boards from one location to another; use safe body mechanics to load the dolly/cart

**Two Person Manual Handling**

- Work as a team – determine a lead and use effective communication such as “1-2-3-lift”
- If there is a need for one worker to walk backwards, ensure it is the shortest distance and through a clear pathway

**Carrying up/down stairs**

- Work as a team – determine a lead and use effective communication such as “1-2-3-step”
- Take one step at a time; have both feet on the one step, maintaining your balance, before moving to the next step
- If there is a need for one worker to walk backwards, ensure it is the shortest distance and through a clear pathway

**Safety Talk Discussion**

**Be Accountable: Choose safety - work safe - and go home injury free!**