



Task Title: Understanding Manual Material Handling practices in the workplace

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☒ Apprenticeship ☒

Secondary School ☐ Post Secondary ☐ Independence ☐

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.

Manual Materials Handling (MMH)

MMH - General Practice

On this page

[What types of protective clothing should be worn?](#)

[What should you do before lifting?](#)

[What are some general tips for lifting?](#)

What types of protective clothing should be worn?

DO WEAR

Lightweight, flexible, tear and puncture-resistant clothing.

Safety boots with toe caps and slip-resistant soles.

Protective gloves, appropriate for the materials being handled.

DO NOT WEAR

- Clothing that may interfere or 'snag' on the object you are lifting, such as aprons, coats or clothing with exposed buttons, zippers or loose flaps.

- Heavy duty mitts that limit your grasp.

What should you do before lifting?

- Always check before lifting to see if mechanical aids such as hoists, lift trucks dollies or wheelbarrows are available.
- Get help with heavy or awkward loads.
- Assess and identify the weight of the load.
- Be sure that you can lift the load without over-exertion.
- Be sure that the load is "free" to move.
- Check that the contents of the load are stable and balanced. Repack items so the contents will not shift, where possible.
- Check that the planned location of the load is free of obstacles and debris.

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- Be sure that the path to the planned location of the load is clear. Grease, oil, water, litter and debris can cause slips and falls.
- Particular handling and lifting techniques are needed for different kinds of loads or materials being handled (for example, [compact loads](#), [small bags](#), [large sacks](#), [drums and barrels](#), [cylinders](#), [sheet materials](#) like metal or glass).
- Do not lift if you are not sure that you can handle the load safely.

What are some general tips for lifting?

- 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.
- Be sure you have a good grip on the load.
- Keep 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.

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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:

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

Answer:
