

Program/Services General - all		Document ID RSS 18.17.4	Department: Risk and Safety Services
Personal Protective Equipment or Devices Used CSA-approved protective footwear Task-appropriate work gloves Safety glasses when risk of flying particles or shifting materials exists	Training Requirements Manual handling/MSI prevention training Task-specific instruction for use of mechanical aids (carts, dollies, pallet jacks)	Applicable Documents TRU Working Alone Procedure TRU Ergonomics / MSI resources Manufacturer instructions for material-handling aids	Creation Date: 05 Aug 2014
			Effective Date: February 2026
			Next Review: February 2027
			Revision no.: 4 Reviewer: Safety Technician

HAZARD IDENTIFICATION — VISUAL SUMMARY

STRAINS / MSI	SLIPS / TRIPS	FOOT INJURY	FALLING OBJECTS	IMPACT INJURIES
				
Use proper lifting technique and ergonomics. Use mechanical aids for heavy or awkward loads.	Keep floors clean and dry; remove oil, grease, and debris.	Wear CSA-approved protective footwear at all times in shop areas.	Secure tools and materials; stay clear of overhead hazards.	Wear appropriate PPE such as CSA-approved footwear and impact-rated eye or body protection. Maintain safe positioning and control of tools and materials to avoid being struck.

PURPOSE

To outline safe practices for material handling (lifting, pushing, pulling, carrying, moving loads) to prevent musculoskeletal injuries (MSIs) and related hazards across all TRU workplaces.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- CSA-approved protective footwear
- Work gloves appropriate to the task
- Safety glasses where shifting materials or debris may pose a risk

TRAINING REQUIREMENTS

- Manual handling / MSI-prevention training
- Training on proper use of material-handling aids (dollies, carts, pallet jacks)

PRE-OPERATIONAL REQUIREMENTS

- Inspect travel path for slip/trip hazards and obstructions
- Assess load weight, size, stability, and handholds
- Inspect carts/dollies/pallet jacks for defects (wheels, brakes, handles)
- Use mechanical aids for heavy or awkward loads

OPERATING RULES

- Keep the load close to the body; maintain neutral posture
- Face the direction of travel and move feet to turn—no twisting
- Lift with legs; avoid lifts above shoulder height
- Push rather than pull whenever possible
- Stop if excessive force is required and seek assistance

SAFETY RULES

- Do not exceed personal capability; use team lifts when needed
- Maintain clear communication during team lifts
- Keep hands/feet clear of pinch or crush zones
- Stop work immediately if discomfort or strain occurs

HOUSEKEEPING

- Keep aisles, floors, and doorways clear
- Remove any slip/trip hazards immediately
- Store frequently handled materials between waist and shoulder height

HANDLING PROCEDURES

Lifting

1. Test the load for weight and stability.
2. Position feet shoulder-width apart, close to load.
3. Bend knees; keep spine neutral; secure a firm grip.
4. Lift smoothly with legs; keep load close; avoid twisting.
5. Lower by bending knees and maintaining control.

Pushing / Pulling

1. Ensure wheels roll freely and path is clear.
2. Stand behind the load with slight knee bend.
3. Push using steady force; maintain visibility.
4. Stop if resistance is too great; get help or a different aid.



HAZARD CONTROLS — DETAILED TABLE

Hazard	Control Measure
Strains / MSI	Use proper technique; keep load close; avoid twisting; use mechanical aids or team lifts.
Slips / Trips	Keep travel paths clear and dry; ensure suitable footwear.
Foot Injury	Wear CSA-approved footwear; keep feet away from loads.
Falling Objects	Stabilize and secure materials; avoid over-stacking.
Impact Injuries	Maintain safe body position; control moving loads; use spotters where needed.
Equipment Defects (Carts/Dollies)	Inspect before use; remove defective equipment from service.

RECORDS/VERIFICATION OF UNDERSTANDING

Supervisors must maintain records of manual-handling/MSI-prevention training and Verification of Understanding forms per TRU requirements.

WORKING ALONE

Students are strictly prohibited from working alone in any lab or shop. If an employee anticipates isolation during work activities, a Working Alone assessment and check-in procedure must be implemented per TRU policy.

ANNUAL REVIEW

Risk and Safety Services (RSS) will complete a review of this Safe Work Procedure annually to ensure it remains current and effective. The Joint Occupational Health and Safety Committee (JOHSC) may be consulted during this review.

A review will also occur if:

- Regulatory requirements change.
- The procedure is reported to be ineffective.
- An incident occurs involving operation.

APPLICABLE OCCUPATIONAL HEALTH AND SAFETY REGULATION (OHSR)

SWP Section	Requirement Met	WorkSafeBC Regulation Reference
Pre-Operational Requirements	Safe conditions; hazard identification; environment safety	OHSR 4.3, 4.4, 4.5, 4.9, 4.13
Housekeeping	Clear access; clean floors; prevention of slip/trip hazards	OHSR 4.39–4.42
Operating Rules (Manual Handling)	MSI prevention: recognize, assess, control, evaluate	OHSR 4.47, 4.48, 4.49, 4.50
Potential Hazards	Identification of falling, trapping, crushing, and entanglement risks	OHSR 4.13
PPE and Clothing Requirements	Eye protection where applicable; CSA footwear; task-appropriate gloves	OHSR 8.14, 8.22, 8.23
Training Requirements	Instruction, training, supervision	OHSR 3.23, 3.24, 3.25
Working Alone	Working alone assessment and procedures	OHSR 4.20.1, 4.21

SUMMARY OF CHANGES

Rev#	Date	Change	Issued By
1	10 APR 2014	NEW	OHS Officer
2	17 APR 2019	Review, Revisions and New Format	Safety Officer
3	22 AUG 2024	RSS update	Safety Advisor
4	10 FEB 2026	Renamed to “Material Handling & Manual Lifting”; full rewrite to align with TRU template, Master Hazard List, MSI controls, and verified OHSR references.	Safety Technician