

1.0 INTRODUCTION

The purpose of this Standard is to provide guidelines to prevent incidents or injury and related to manual handling tasks.

2.0 SCOPE

This Standard applies to all NB Power employees and contractors working for NB Power.

3.0 REFERENCES

Corporate Safety Manual	Lifting, Pushing and Lowering
NB OHS General Regulation 91-191	Part VIII Handling and Storage of Materials
CSA-Z412 Guidelines on Office Ergonomics	Section 5.10.3 Lifting and lowering Section 5.10.4 Pushing, Pulling and Carrying

4.0 TERMS AND DEFINITIONS

Manual handling	Manual material handling includes any task which requires a person to lift, lower, push, pull, hold or carry any object or material.
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5.0 ROLES AND RESPONSIBILITIES

5.1 Employer

- The employer is responsible for:
- Implementing and maintaining safe manual handling practices in accordance with this standard.
- Ensuring that employees understand and follow safe manual handling practices.
- Ensure that employees use safety equipment, personal protective equipment, and aids provided for manual handling.
- Considering workplace layout, ergonomics and individual needs when allocating manual handling tasks.

5.2 Employees

All employees have a responsibility to:

- Work safely; participate in hazard identification, risk assessment and risk control.
- Properly use all manual handling aids, personal protective equipment and safety devices.
- Not put themselves or others at risk by their actions or omissions.
- Utilize safe manual handling techniques.
- Report any personal physical restriction for manual handling to their supervisor
- Ask for assistance when required.

6.0 STANDARD



If you feel a lift is beyond your physical capabilities, use mechanical aids (pallet jack, forklift, etc.) or ask for assistance.

6.1 Manual Handling Principles

Every measure should be taken to eliminate manual handling when possible via sound ergonomic design and the use of mechanical aids or lifting devices. When it is required, refer to the following:

6.1.1 Reduce Manual Handling

- Plan ahead consider safe work methods i.e. lifting, carrying, holding, lowering, pushing and pulling.
- Eliminate unnecessary tasks.
- Avoid repetitive handling and spread repetitive handling requirements among many people to avoid injury.
- Use mechanical aids, such as trolleys, wherever possible.

6.1.2 Lighten the load

- Break up loads into smaller loads, e.g. remove reams of paper from boxes.
- Request assistance and share the load.

6.1.3 Reduce Bending, Twisting, Reaching Movements

- Rearrange work layout.
- Keep equipment within easy reach.
- Keep frequently used items at waist height.

6.1.4 Plan the Job

- Before attempting to lift any item, consider the following
 - approximate weight
 - easy to grasp / awkward dimensions
 - sharp edges
 - stability of item
 - hazardous substances
 - Consider the route to be taken
 - uneven floors,
 - enough space to manoeuvre,
 - weight,
 - high or low traffic area,
 - weather conditions and
 - distance of the route.
 - Ensure appropriate PPE is worn, which includes gloves, safety boots and eye glasses as required.
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6.1.5 Execute the job

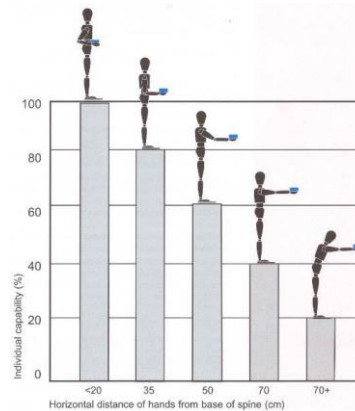
- During the execution of this work, no one shall lift, carry or move a load, which could cause injury.
- Always lift with a straight back and in the correct posture, making your legs work for you.
- Do not attempt to lift or handle a heavy load alone. Request assistance.
- When carrying a load, make sure that the height of the load will not obscure vision.
- If complications arise during manual handling, STOP and reassess.

6.2 Manual Handling Techniques

6.2.1 Lifting and Lowering

The graph below demonstrates the vertical and horizontal position of the hands as they move the load during the handling operation, as well as the height and reach of the individual handler. The capability to lift or lower is reduced significantly if, for example, the load is held at arm's length or the hands pass above shoulder height.

Reduction of individual handling capability as the load moves away from the body



6.2.2 Twisting

In many cases, manual handling operations will involve some twisting, which will increase the risk of injury. Plan the manual handling jobs so that twisting is reduced as much as possible.

6.2.3 Carrying

The load is held against the body and is carried no further than approximately 10m without resting. If the load is carried over a longer distance without resting, the weight may need to be reduced.

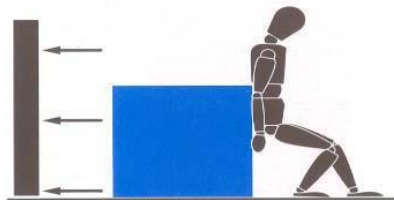
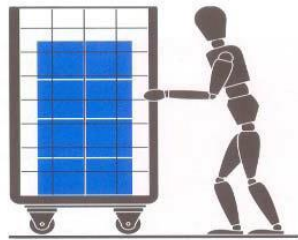


6.2.4 Pushing and Pulling

The following pictures are for manual handling operations involving pushing and pulling, whether the load is slid, rolled or supported on wheels.

The assumption is that the force is applied with the hands between knuckle height and shoulder height. If this is not possible the weight may need to be reduced. No specific limit is intended as to the distance over which the load is pushed or pulled provided there are adequate opportunities for rest or recovery.

Hand position when pushing and using the strong leg muscles



6.3 Mechanical Aids

Mechanical aids can be an effective method of reducing manual handling. Ensure the mechanical aids you select are appropriate for the task and personnel are trained in these aids.

Consideration should be given to any manual handling hazards and any new hazards that may be introduced with the use of mechanical aids.

APPENDIX

Appendix A Basic Handling steps

DOCUMENT APPROVAL / REVISION RECORD

Revision #	Date yyyy/mm/dd	Revision Summary	Author	Reviewed By	Approved By
New	2019-12-13	New Standard	Nancy Allen	Mike Gould Steven Pond Jenn Donovan	Robin Condon

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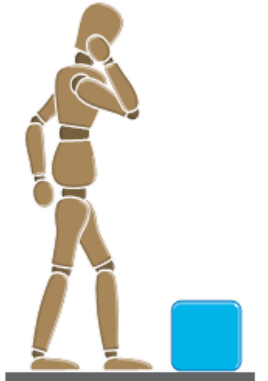
Title:
Manual Handling (Lifting, Pushing and Lowering)

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Director of Total
Health & Safety



APPENDIX "A"
Basic Handling Steps



Think before lifting/handling

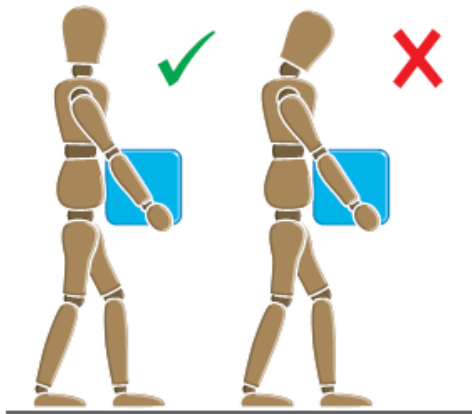


Start in a good posture

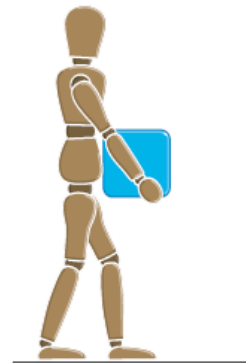


Adopt a stable position
with feet apart and one
leg slightly forward to
maintain balance

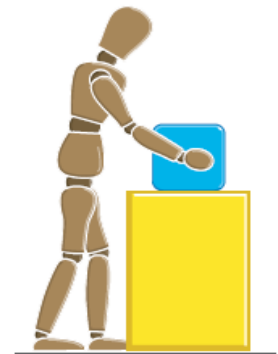
Lift with your legs, not your back



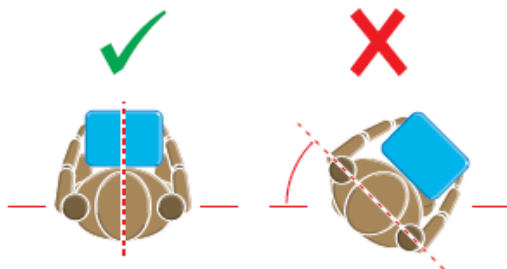
Keep the head up when handling



Keep the load close to the waist



Put down, then adjust



Avoid twisting the back or leaning
sideways, especially while the back is bent