



Purpose

The purpose of the Burns Industrial Equipment Manual Material Handling Program is to apply ergonomic principles and sound decision-making to the workplace in an effort to reduce the number of manual lifts thus decreasing workplace injuries and, where possible, increasing productivity, quality and efficiency. A proactive material handling approach focuses on making changes when risk factors have been identified, as well as incorporating automated material handling into the design phase of new facilities, equipment, tools and scheduling changes.

All employees are required to follow the minimum procedures outlined in this program. Any deviations from this program must be immediately brought to the attention of the Program Administrator.

Scope

Burns Industrial Equipment strives to provide all employees with a safe and healthy workplace. This Manual Material Handling Program is integrated into our company's written safety and health program, and is a collaborative effort that includes all employees. The Program Administrator is responsible for the program's implementation, management and recordkeeping requirements.

Program Responsibilities

Management: The management of Burns Industrial Equipment is committed to the safe handling of all materials. Management supports the efforts of the Safety Manager and the Safety Committee by pledging financial and leadership support for the identification and control of material handling risk factors.

Material Handling Program Administrator: The Program Administrator will report directly to upper management and be responsible for this program. All evaluations, controls and training will be coordinated under the direction of the Program Administrator in collaboration with management. The Program Administrator will monitor the results of the program and determine additional areas of focus as needed. The Program Administrator will also:

Ensure that those performing worksite evaluations and training are properly trained

- Make sure that a hazard assessment is completed before manual lifting is accomplished.
- Ensure that control measures are implemented in a timely manner
- Schedule manager, supervisor and employee training and maintain records to include date, name of instructor, topic and materials used
- Follow-up with any material handling strategy and/or solutions
- Monitor the program on a quarterly basis and provide an annual review
- Assist in selection of appropriate material handling equipment and tools

Department Managers and Supervisors: Managers and supervisors of Burns Industrial Equipment will:

- Remain accountable for the health and safety of all employees within their departments through the active support of this program

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- Attend material handling training on the recognition and control of work-related material handling risk factors; this is a supplemental component to our Ergonomics program
- Ensure that employees in their areas have received the appropriate training to avoid musculoskeletal injuries
- Ensure that safe material handling practices and principles are considered daily and when conducting worksite evaluations to assess the potential for and prevention of injuries
- Ensure that recommended controls are implemented and/or used appropriately through active follow-up
- Investigation of injuries caused by improper lifting and incorporation of investigation findings into work procedures to avoid future injuries
- Provide employees with and ensure the proper use of appropriate tools, equipment, parts and materials
- Maintain clear communication with managers and employees
- Make assistance available to employees who manually handle or lift items weighing 50 pounds or greater

Employees: Every employee of Burns Industrial Equipment is responsible for conducting himself/herself in accordance with this policy and program. All employees will:

- Use two-wheeled trucks, four-wheeled carts, roller conveyors, pallet jacks, or any other material handling equipment in the manner established by managers and supervisors
- Ensure that equipment is properly maintained in good condition and when not, report it immediately
- Provide feedback to managers and supervisors regarding the effectiveness of design changes, new tools or equipment
- Attend training as required and apply the knowledge and skills acquired during training to their jobs, tasks, processes, and work activities
- Use proper lifting and material handling techniques as outlined in this policy
- If the use of lifting equipment is impractical, two-man lifts are performed
- Limit manual lifting or handling tasks to objects less than 50 pounds
- Get assistance whenever manually handling or lifting materials that are 50 pounds or greater

Report injuries within 24 hours of their occurrence

Employee involvement is an essential element to the success of this program. Employee participation in the program will occur only during company time. Employees that identify lifting hazards or other safety hazards will immediately notify their supervisor. If a supervisor is not available, they are to contact Tom Betschart, Safety Manager or Program Administrator.



Manual Material Handling Risks

Material Handling Equipment- Additional tools and equipment are required when lifting or handling material weighing over 50 pounds. Manual material handling equipment should be used only for its designed task and maintained in good condition. The manual material handling equipment available at Burns Industrial Equipment includes:

- Two-Wheel Trucks: Do not overload these trucks; load a maximum of 200 pounds. Make sure hand trucks are stored in a vertical position when not in use.
- Four-Wheel Carts: Load material evenly on carts to prevent tipping and view obstruction. Push rather than pull carts, unless specially designed to be pulled.
- Overhead cranes in the shop (note that you must have the appropriate crane training)
- Pallet Jacks (manual or powered): Use a jack properly rated for the load.
- Forklifts (LP, diesel, and electric) are available to make certain lifts (note that you must have a current operator license)

Housekeeping- Material handling and storage areas must be kept free of excess materials that create hazards (i.e. fire, explosions, slips, trips, or infestation by insects or rodents.)

Aisles and Passageways- Where mechanical handling equipment is used, 10-foot safe clearances shall be allowed for aisles, at loading docks, through doorways, and wherever turns or passage must be made. Aisles and passageways shall be kept clear and in good repair, with no obstruction across or in aisles that could create a hazard.

Permanent aisles and passageways are marked with yellow lines. Clearance signs and warning of clearance limits are posted throughout the facility where headroom is below 10 feet. All equipment is marked indicating the working load it will safely support. Do not overload any piece of equipment.

The following is a list of materials/items that are commonly handled manually at Burns Industrial Equipment and the equipment that must be used to handle the material. The list does not cover every lifting occurrence in the workplace. If the task you are about to perform is not listed, contact your supervisor to determine the safest way to handle the material/item.

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<u>Material to be lifted or moved</u>	<u>Equipment to be used</u>
Truck stock replenishment	Dolly or 4-wheel cart
Mast	Shop Crane
Counterweight	Shop Crane
Forklift components on skid (heavy)	Forklift
Small forklift components in boxes	Dolly or 4-wheel cart

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