



SAFETY



Move Safe

manual materials handling



Participant Handbook

Optional Resource

2016 Revised Edition for
Move Safe: e-Learning Module



Move Safe Participant Handbook for Move Safe: e-Learning Module
Workplace Health & Safety (WHS)
Alberta Health Services (AHS)
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- Linen and Environmental Services
- Medical Reprocessing
- Facilities, Maintenance and Engineering
- Site Services (CPSM)

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NOTE: This Participant Handbook is optional and can be used by frontline workers to follow along and take notes while completing the e-Learning module “WHS – Move Safe: e-Learning” if desired.

What is the Move Safe – Manual Materials Handling Program?

The Move Safe – Manual Materials Handling program is a training program for Alberta Health Services' (AHS) workers who regularly perform **manual materials handling** activities as part of their jobs.

Goals of the Move Safe Program

The **goals of the Move Safe program** are to:

1. Bring AHS in compliance with Part 14 of the Alberta Occupational Health and Safety Code, by assessing manual handling risk, developing a plan of action, and delivering training to frontline employees on how to minimize risks associated with manual handling.
2. Both the Employer and Worker have responsibilities under the law "Alberta's Occupational Health and Safety Legislation":

Worker Responsibilities:	Employer Responsibilities:
<ul style="list-style-type: none">• Be responsible for their own safety and their co-workers' safety• Use the equipment provided for the job• Use the training in safe work practices that are provided	<ul style="list-style-type: none">• Identify hazards and ways to reduce the risk of injury to workers• Involve workers in the hazard assessment process• Provide appropriate equipment for assisting job duties when possible• Tell workers about hazards in the job and ways for them to stay safe

3. Help contribute to a healthy, safe working environment to promote your well-being as an AHS worker so you can return home safely in the same condition as you came to work in.

Move Safe Learning Objectives

By the end of this course, you should be able to:

- ➔ Recognize workplace hazards and risk factors that could lead to an injury from a manual handling task.
- ➔ Think E.L.I.T.E to assess hazards and identify controls that can reduce the risk of injury from manual handling tasks.
- ➔ Identify and demonstrate safe body positions and movements for manual handling.

What is “manual materials handling”?

Any task that requires you to lift, lower, push, pull, hold or carry an object or material. Many of us perform manual handling several times a day at work, at home, and throughout the rest of our daily lives. Think about what manual handling tasks you’ve already performed today and list a few:

When manually handling materials, it is important to know how to reduce your risk for an injury so you can return home safely and do everything you love to do beyond work! *Think about a few important things in your life that would be affected if you had an injury...*



Injuries & Prevention

What is a Musculoskeletal Injury (MSI)?

- It is an injury that affects the soft tissues related to movement (i.e. muscles, tendons, ligaments, nerves, blood vessels, inter-vertebral discs)
- MSIs can happen as a result of a single incident or multiple reoccurring events.

The Move Safe Way:

Minimizing the work done by your body and **maximizing** equipment use will help to prevent unsafe lifts and MSIs for you at work!



Notes:

The E.L.I.T.E. Method

There are five major areas to think about for identifying hazards and possible controls when handling materials.

⇒ **Environment**

⇒ **Load**

⇒ **Individual**

⇒ **Task**

⇒ **Equipment**



	Hazard Area	What can this include?
E	Environment	<ul style="list-style-type: none"> • Room/Area • Lighting • Noise/Distractions • Working Surfaces • Temperatures
L	Load	<ul style="list-style-type: none"> • Assess the load • Weight • Size • Shape • Contents
I	Individual	<ul style="list-style-type: none"> • Physical status • Emotional status • Training/experience • Communication
T	Task	<ul style="list-style-type: none"> • Are there different/better ways to complete the task? • Can the task be alternated with other activities? • What is the timeframe to get it finished? • Eliminate unnecessary manual handling or lifting • Alternate tasks to avoid over working muscles • Decrease the distance a load needs to be manually carried by using equipment such as a cart or dolly • Take regular breaks and micro-breaks
E	Equipment	<ul style="list-style-type: none"> • Use mechanical aids whenever possible • Use the right equipment for the task • Make sure equipment is in good condition before using it • Push instead of pull • Training • PPE (gloves, gowns, goggles, etc.) • Footwear

Notes:

Do an E.L.I.T.E. Assessment for Your Job - *optional*

If it helps you to understand E.L.I.T.E., think about what hazards you experience in your job and controls you can put in place to reduce the risk of possible injury.



		Hazards in Your Job	What I can do to Reduce Risk
E	Environment		
L	Load		
I	Individual		
T	Task		
E	Equipment		

Safe Body Movements – Lifting & Carrying

Spine

- » Keep your head up.
- » Directly face the load and avoid twisting.
- » Keep the load close to your body as you move.
- » Bend at your knees and hips to keep your back neutral.

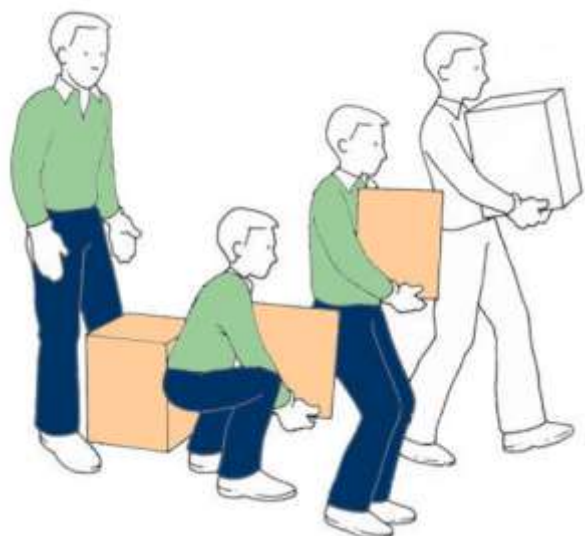
Upper Body:

- » Elbows bent at 90-degrees and arms kept close to the body to decrease strain on the shoulders.
- » Keep the load in your comfort zone - Between your shoulders and hips, directly in front of your body to put less strain on the back and arms.



Lower Body:

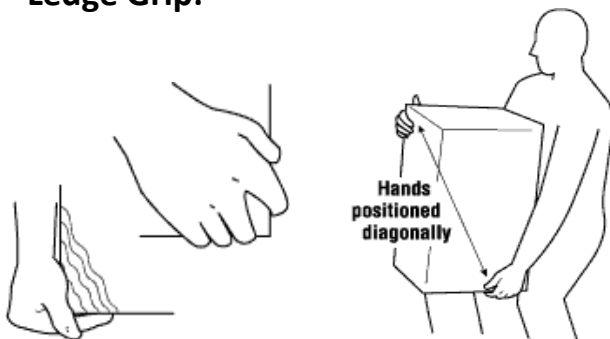
- » Place your feet side by side, or have one foot slightly in front of the other.
- » When lifting, get close to the object.
- » Keep your body weight over your heels, tighten stomach muscles and push your butt back as you stand up.



Safe Body Movements – Carrying Grips

When moving items, use a grip that allows you to have control over the object:

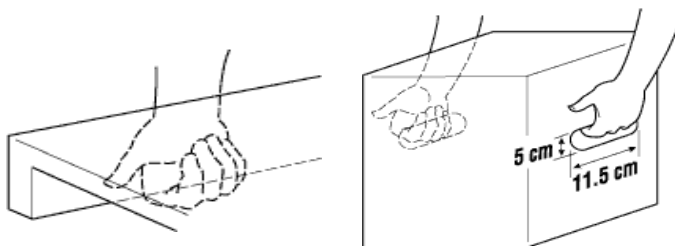
Ledge Grip:



Use a ledge grip to move objects without handles.

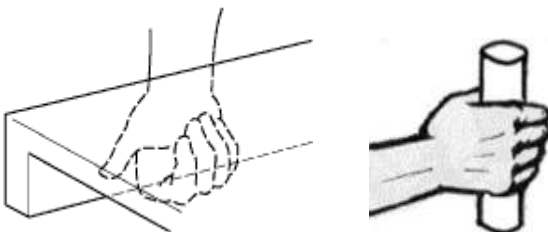
You can position your hands diagonally to better secure a load.

Hook Grip:



Use a hook grip on loads with cut-out handholds or edges that allow fingers to wrap around.

Power Grip:



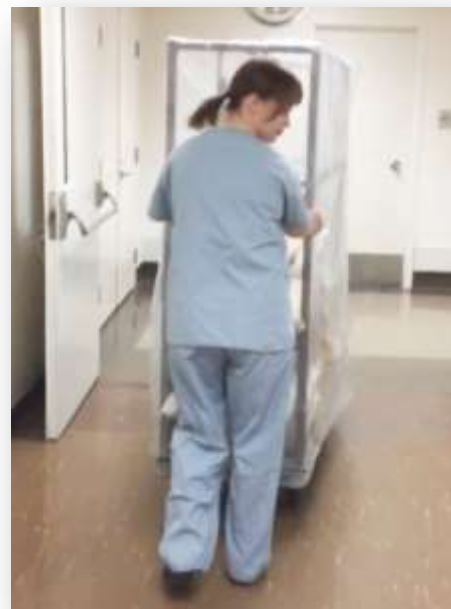
Use a power grip on loads with handles. The palms and base of the fingers should wrap around the handle.

Safe Body Movements - Pushing & Pulling

- » Pushing loads is often better because it involves less work by the muscles of the lower back.
- » Pushing a load keeps the body facing straight forward without twisting, and allows you to see where you're going!

If you **need** to pull a cart, use a posture that includes the following body positioning:

- » To get the load moving use a slightly staggered stance (one foot in front of the other) with knees bent.
- » Place two hands on the cart for more control and to share the workload.
- » Directly face the load to avoid twisting.
- » Use a slight tilt of the head to see where you are going and to look for any obstacles that may be in your way.



Safe Body Movements – Team Handling

Team handling occurs when more than one person is involved during the lift.

Use team handling when:

- An object is heavier than you feel you are able to manage.
- Moving heavier objects shorter distances.

- » When team handling, choose a leader to direct the move.
- » The leader should provide specific instructions before and during the lift to make sure workers understand what needs to happen.
- » Use command such as “1-2-3-Lift”.
- » Use equipment whenever possible!



Notes

NEXT STEPS FOR TRAINING

After this e-Learning course has been completed, you must attend a Practical Training Session with a Move Safe Champion, ideally within three months.

During the in-person training, you will be expected to properly demonstrate the following movement techniques that were discussed in this e-Learning module:

1. **Lifting, carrying, lowering**
2. **Pushing and pulling**
3. **Team handling**



Who is a Move Safe Champion?

A “Move Safe Champion” is a worker in your department or at your site who has extra training on this topic. They are not experts in manual handling, but they help demonstrate and provide feedback on proper movement techniques in order to improve health and safety in the workplace.



You may be expected to show your ***Certificate of Completion*** to a Move Safe Champion at the Practical Training Session. It is recommended that you:

1. Print off your ***Certificate of Completion***
2. Bring your ***Certificate of Completion*** to the Practical session

Remember Your Training!

Musculoskeletal Injury (MSI) Prevention (online module), is required **every 3 years**.

Move Safe: e-Learning (online module), is required **every year**.

Move Safe Practical Training is required **every year**. This includes hands-on training of movement techniques.

Where Do I Find More Information?

For more information about Move Safe – Manual Materials Handling and related injury prevention topics can be found below:

- Workplace Health and Safety Department contact for your Zone (WHS Services Teams) <http://insite.albertahealthservices.ca/1237.asp>
- Workplace Health and Safety Resources on InSite <http://insite.albertahealthservices.ca/whs.asp>
- Internet resources including those available through WorkSafe Alberta <http://www.employment.alberta.ca/SFW/13568.html>