

# Toolbox Talk: Safe Material Handling Procedures

## Purpose

This toolbox talk provides guidance on safe methods for handling materials to prevent injuries and promote a safe working environment.

## Hazards Associated with Material Handling

- Muscle strains and sprains
- Slips, trips, and falls
- Crushed fingers and toes
- Back injuries
- Falling objects

## Safe Lifting Techniques

1. Assess the weight and determine if help is needed.
2. Keep your feet shoulder-width apart for stability.
3. Bend at your knees, not your waist.
4. Keep your back straight.
5. Hold the load close to your body.
6. Lift slowly, using your legs, not your back.
7. Avoid twisting your body while carrying the load.

## Material Handling with Equipment

- Inspect equipment (dollies, carts, forklifts) before use.
- Secure materials to avoid shifting during movement.
- Do not exceed equipment load limits.
- Use proper signals and communication when working with others.

## Housekeeping

- Keep pathways clear of obstructions.
- Store materials safely and neatly.
- Clean up any spills immediately to prevent slips and falls.

## Personal Protective Equipment (PPE)

- Wear gloves to protect your hands.
- Wear safety boots with toe protection.
- Use a back support belt if required.
- Wear eye protection if handling materials that could splinter or shatter.

## Discussion Points

- Can anyone share a close call or incident related to material handling?
- What can we do to make our material handling practices safer?

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**Date:**

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**Presented By:**

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**Attendees:**

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