Temple University
Environmental Health and Radiation Safety

O&M MATERIALS HANDLING PROGRAM

Document Owner: EHRS	**Distribution:** Internal
Section: O&M Safety	**Effective Date:** October 2025
Total Pages: 3	**Revision Date:** N/A
Applies to: All operations and maintenance workers entering mechanical areas and spaces.	

1. Purpose

The purpose of this program is to provide the steps necessary for OFM workers to comply with materials handling standards, such as ergonomics and walking surfaces.

2. Scope

This program applies to all O&M workers entering mechanical areas and spaces.

3. References

- OSHA's General Duty Clause
- 29 CFR 1910 Subpart D

4. Definitions

Ergonomics: The science of fitting the workplace to the worker, aiming to prevent worker injury.

Musculoskeletal Injury: Injuries affecting the body's musculoskeletal system, including ligaments, muscles, nerves, tendons, and discs.

5. Roles and Responsibilities

Environmental Health and Radiation Safety (EHRS)

- Provides initial and annual materials handling training.
- Maintains recordkeeping of all materials handling training.
- Conducts workplace assessments to reduce the risk of musculoskeletal injuries.
- Ensure workers are aware of the ergonomic hazards associated with their work.

Operations & Maintenance

- Ensure workers are aware of the ergonomic hazards associated with their work.
- Provide appropriate accommodations for workers exposed to ergonomic hazards.

Trade Supervisors

- Ensure workers comply with all materials handling training and SOP requirements.
- Ensure workers are aware of the ergonomic hazards associated with their work.

Tradesmen

- Comply with all training and standard operating procedure requirements.
- Report to employee health or the ER immediately if any musculoskeletal injury occurs.

6. Workplace Procedures

- Work areas will be cleared of excessive debris and cords.
- Wet walking surfaces will be demarcated using a foldable slip hazard sign.
- Utilize appropriate lifting techniques and restraints in accordance with the materials handling SOP.
- Work areas should be adequately lit to prevent injury.
- Materials should be stored in accordance with the material handling SOP, with heavier materials on the bottom shelves of stacks.

7. Training

- Workers must be trained initially and annually on this policy and its associated SOPs by the Facility Safety Specialist.
- Training will include awareness of ergonomic concerns and safe working-walking surfaces.
- Training will include hazard recognition and correction.
- Training will be documented using the workers' names, trainer's name, and date trained.

8. Reporting and Corrective Actions

In the event of a worker injury:

- Workers must report to employee health during business hours in a workplace injury occurs.
- Workers experiencing an injury after hours must immediately report to the nearest emergency room.
- The Facility Safety Specialist and Trade Supervisors are authorized to stop work immediately when unsafe conditions or policy violations are observed.
- Stop work authority applies to:
    - Unsafe working-walking surfaces
    - Incorrect lifting techniques

- Work shall not resume until:
    - The hazard has been corrected
    - Proper procedures are being followed
    - Approval to resume work is granted by the Facility Safety Specialist or Trade Supervisor

9. Related SOPs and Forms

- Materials Handling SOP

10. Program Review

- This policy will be reviewed annually to ensure effectiveness and regulatory compliance.
- The Facility Safety Specialist and applicable Trade Supervisors are responsible for implementing corrective actions identified during review.