Temple University
Environmental Health and Radiation Safety

O&M MATERIALS HANDLING PROGRAM SOP

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Applies to: All employees in Operations and Maintenance who work with or near machinery or equipment with machine guards.	

Workplace Walking Areas

- Work areas will be cleared of excessive debris and cords.
- Wet walking surfaces will be demarcated using a foldable slip hazard sign.
- Working areas will be adequately lit to prevent tripping hazards.

Lifting Techniques

- Workers will bend their knees or squat.
- Workers will ensure they have a proper grip on the material.
- Workers will lift the material using their legs to prevent strain on their backs.
- Workers will keep the material as close to their body to prevent strain.

Lifting Restraints

- Small materials 20 lbs. or less can be lifted by the worker.
- Medium-sized materials between 21lbs. – 49 lbs. can still be lifted by a single worker but will require additional caution to prevent strain on the worker's body.
- Large materials over 50 lbs. will require two workers or mechanical assistance to lift.
- All overhead lifting should be restricted to 20 lbs. or less if done by a single worker without mechanical assistance.
- Lifts requiring workers to extend their arms forward should be restricted to no more than 35 lbs. if done by a single worker without mechanical assistance.
- Trained workers can utilize powered pallet jacks, forklifts, carts and dollies.

Material Storage

- Heavy materials should be stored on lower shelves.
- Workers should be aware of weight limits on stacks prior to utilizing them.
- Materials cannot block exits or egress pathways/points.

Reporting

- 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.