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**Manual Material Handling:
Safe Lifting Practices**



PRESENTED BY:
LIBERTY INSURANCE AGENCY

Jason Rigby & Steve Pcsolar

YOUR LIBERTY TEAM



Kevin Heher
CPCU, ARM,
AFSB, AAI
PRESIDENT

Kevin is President of Liberty Insurance Agency, a family owned business established in 1950. We work for our clients and strive to be their go-to trusted advisor for insurance & risk management strategies and solutions.



Jason Rigby, CRM
**SENIOR VICE
PRESIDENT, PROPERTY
& CASUALTY**

Jason joined Liberty Insurance Agency as a Broker/Producer in 2013. Jason's focus has been to bring his knowledge and understanding of enterprise risk management to employers who wish to better understand and more aggressively manage the quality and cost of their risk management program. As Senior Vice President of the Commercial Property & Casualty Department, Jason has worked to deliver a higher level of value to Liberty's clients through innovative strategies aimed at expanded support to Human Resource Directors.

YOUR LIBERTY TEAM



Steve Pcsolar, CISR
ACCOUNT MANAGER

Steve's primary role is to assist with day-to-day account service activities and requests, including correspondences, account file maintenance, certificate requests, MVR reports, etc. Steve has over 8 years of property-casualty experience and completed the Certified Insurance Service Representative (CISR) designation in 2015. To further expand his service capabilities he is working towards his Certified Risk Manager designation.



Anthony Viola
CLAIM MANAGER

Anthony is responsible for coordinating the claims handling process. Anthony has over 20 years of property & casualty experience working as a multi-line claims adjuster with Travelers Insurance. Anthony serves as an advocate to the client to achieve the best optimal outcome. He monitors the performance of the carriers to ensure the highest level of customer service and participates in claim review meetings.



In today's presentation we'll cover:

- **Handling materials and its importance for your franchise's success**
- **Types of ergonomic improvements**
- **Lifting guidelines**
- **Loading and emptying guidelines**
- **Carrying guidelines**
- **Handling guidelines**
- **Identifying potential problems**

- **Safe Lifting Video**



What is Material Handling?

According to the National Institute for Occupational Safety and Health (NIOSH), material handling is:

“seizing, holding, grasping, turning...or working with the hands” to lift, lower, fill, empty or carry containers.



Why Ergonomics is Important in the Workplace

- ❖ Reduces or prevents injuries from grasping loads or leaning against hard surfaces.
- ❖ Decreases unnecessary lifting, handling, reaching, pushing and pulling.
- ❖ Reduces risk factors associated with bending and twisting.
- ❖ Avoids maintaining a fixed position for a long period of time.
- ❖ Increases productivity and morale.



Engineering Improvements:

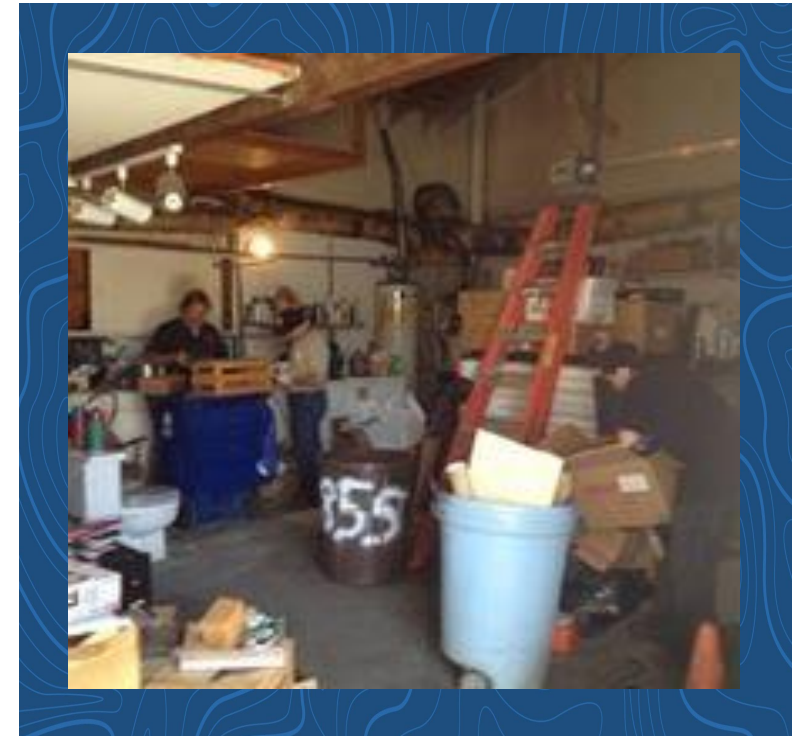
- * Rearrange, modify or redesign the work tasks to cause less strain on the body.
- * Use additional equipment, tools or materials to help get the task completed – mechanical advantage.



ERGONOMIC IMPROVEMENTS – Policy and procedures guide work process

Administrative Improvements:

- *Alternate heavy tasks with light tasks*
- *Take rests between tasks*



- Check the tag for the weight of the load to take the necessary precautions.
- Test the load for stability.
- Wear the appropriate shoes to avoid slipping, tripping or falling.
- Wear gloves that fit properly.
- Lift only as much as you can handle on your own. If the load is too heavy, get help.



- ❖ Keep the load in your “power zone” or core.
 - ❖ This is the area above your knees, below your shoulders and close to your body
- ❖ Exercise caution while lifting unstable loads.
- ❖ Get a secure grip and use both hands.
- ❖ Use smooth, even motions.
- ❖ Use your legs to lift up the load; avoid using your back.

LIFTING GUIDELINES

Avoid lifting from the floor and do not bend at the waist.



Hold the load near your body and lift with your legs.



The back should not be straight, but you should maintain the natural curve of your spine while lifting.



- To raise heavier loads, use a team lift or a lifting device that reduces strain on the back and body.



Pallet Jacks, Dollies, and other mechanical lifting devices should be used whenever possible, or available.



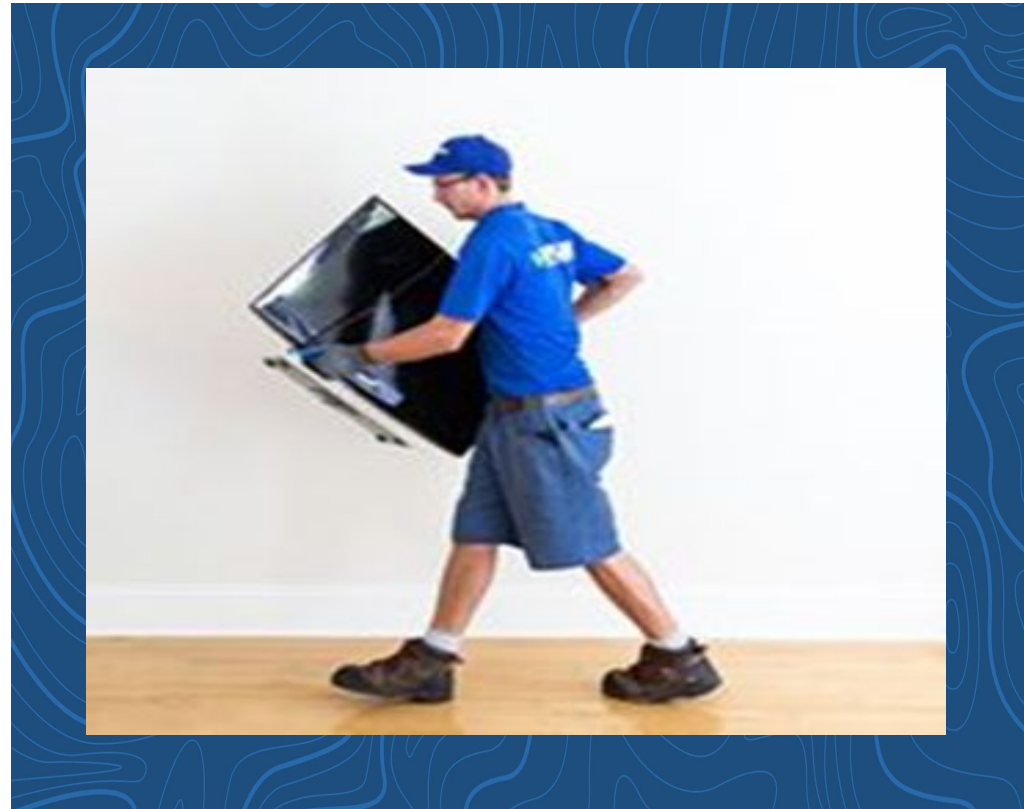


Plan loading the truck prior to lifting and determine:

- ❖ What items can be reused, recycled, or will need to be removed from the truck prior to dumping?
- ❖ What items will be most difficult to lift?
- ❖ Is the pathway to the truck free from obstruction?
- ❖ Can mechanical devices be used to make moving the load easier?

Follow these simple steps each and every time...

- ❖ Avoid carrying large loads that obstruct your vision.
- ❖ Carry only as much as you can safely handle alone.
- ❖ Avoid slopes and stairs while carrying loads.
- ❖ Beware of slippery surfaces.





Managing the lifting and loading process:

- Keep loads close to your body.
- Make sure you have a clear view of the path in front of you.
- Use two hands to carry objects.
- Exercise caution when handling unsteady loads.



When you see a coworker not using proper lifting techniques
Speak up and encourage best practices!



Managing the lifting and loading process:

- Use the handles, grips or handholds while carrying.
- Hold the container close to your body.
- Use smaller containers versus trying to carry a load that is too excessive.
- Increase the size of a bucket handle with padding for a better grip.



Proper lifting leads to stronger, healthier, happier truck teams!

Considerations for handling individual containers...

- **Make sure you are capable of handling the weight without assistance.**
- **Use the following for individual loads: drum dolly, cart or platform truck, hand truck, conveyor, slide, chute, hand pallet truck, crane, stacker, powered hand truck. Make use of any available mechanical advantage that reduces the amount of lifting.**



There will always be a better way for each jobsite:

- **Maintain a clean workspace free of obstacles, spills and elevation changes.**
- **Make sure the path to the truck is clear of obstructions.**
- **Make sure lighting is adequate.**
- **Identify awkward and hard to carry items.**
- **Plan the load and break up heavier items with easier to carry items.**
- **Identify opportunities to use mechanical lifting devices to reduce potential for muscle strains.**



There will always be a better way for each jobsite:

- Are the weights of loads to be lifted manageable?
- Are materials moved over minimum distances?
- Is the distance between the object load and the body minimized?
- Are walking surfaces level?
- Are objects easy to grasp?



Find solutions to make the job go easier...

- Are there handholds on these objects?
- When required, do gloves fit properly?
- Are you wearing the proper footwear?
- Is there enough room to maneuver?
- Are mechanical aids used whenever possible?
- Are working surfaces adjustable to the best handling





• Does material handling avoid movements below knuckle height and above shoulder height?

• Is help available for heavy or awkward lifts?

• Are pushing or pulling forces reduced or eliminated?

• Do you have an unobstructed view of handling the task?

• Are high rates of repetition avoided by job rotation?

• Are you trained in correct handling and lifting procedures?





• Safe Lifting Practices Make for Better Employees and Increased Job Satisfaction!

- Taking the time to plan the job and follow best practices will allow jobs to get completed quickly and efficiently.
- The use of mechanical lifting devices should be implemented any time possible.
- Encouraging your truck team members to follow best practices will help ensure their ability to get the jobs done. Sore and injured employees will contribute to decreased productivity, and decreased profitability!



Thank you!

A horizontal line of red dots is positioned below the text "Thank you!".

Liberty Insurance Agency is your trusted advisor and here to service your account! Please do not hesitate to contact Jason or Steve directly with any questions or concerns.

We will be breaking down the topics in this training to focus specifically on the areas where you can make improvements if needed. While every 1-800-GOT-JUNK? operation should be considered Best-In-Class, we take great pride in making sure this message is sent loud and clear to the carriers writing your policies.