

Safety Policy & Procedure Manual		Section:	Date: 12-8-2015
		Revision:	
Subject: <p style="text-align: center;">Material Handling</p>			

PURPOSE

This procedure provides the guidelines for the proper handling of materials. This procedure applies to all Light Tower Rentals, Inc. (LTR) personnel and subcontractors working on projects where material handling safety requirements are applicable.

RESPONSIBILITIES

LTR is responsible for implementation and enforcement of this policy.

PROCEDURE: Manual Material Handling

Site personnel should avoid manual material handling tasks where practical. Site management shall assure that material handling equipment, mechanical and/or powered, is available when practical. In the event that personnel are required to perform manual material handling tasks, the following prerequisites shall be observed:

- Site supervision shall assess the size, shape, weight, and disposition of materials to be handled and plan the most efficient and safest method to accomplish the task.
- Site personnel shall be instructed in the proper techniques and practices for manual material handling prior to the work assignment being carried out.
- The assignment of manual material handling tasks shall consider personal physical limitations that vary among individuals. Care shall be taken so as to not exceed these limitations.
- The proper tools shall be provided for the job to be performed.
- Personal protective equipment shall be worn as required.
- In all instances, personnel shall seek assistance when performing manual material handling tasks that are beyond their physical capabilities.

PROCEDURE: Material Handling Equipment

Material handling equipment falls into three general categories - mechanical, powered, and auxiliary. Examples of each include the following:

- Mechanical - pry bars, level trucks, jacks, rollers, dollies, skids, chain falls, come-a-longs, cable pullers, wheel hoists, wheelbarrows, floor cranes, shovels, forks, and rakes.
- Powered - forklifts, skid loaders, backhoes, material hoist, drum hoists, cranes, and lift trucks.
- Auxiliary - lift beams, wire rope slings, nylon slings, equipment shackles, hooks, and other equipment used with powered equipment.

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All material handling equipment shall be inspected and/or certified according to applicable regulations and manufacturer's specifications. Capacities and rated load limits shall be clearly labeled on all equipment.

An accurate record of all training, inspection, and testing shall be maintained in accordance with applicable regulations.

Safety Considerations for Material Handling Equipment

- Adequate clearances shall always be observed so that personnel can readily avoid being struck, caught, or pinned by moving loads of material handling equipment.
- Material handling equipment capacities shall be observed. When transferring loads, care should be taken to avoid shock loading by careful handling and conveyance of all live loads.
- Jacks shall be level and set on a firm surface and shall be operated by hand, not by foot.
- When a lift appears to be very strenuous, a test lift will be performed. High manual overhead lifts shall be avoided.
- Additional planning should be given to such problems as sharp edges, odd sizes of shapes of loads, hazards of fragile material, uneven weight distribution, and routes of travel while handling material.
- Two or more personnel lifting one item shall coordinate the movement of materials in unison.
- Only qualified operators and drivers shall operate power equipment.
- When lifting material or equipment overhead, a barricade must be erected around the work area to warn others of the load and overhead work unless a spotter/flagger is available to prevent access.
- Material or equipment being transported by truck or equipment must be loaded, cinched, and flagged in a manner consistent with good loading and transporting practices.
- Taglines or other suitable devices will be used to control loads being handled by hoisting equipment.
- Material or equipment being hoisted or moved around work-sites must be secured.
- All equipment with rotating counterweights shall have the complete swing radius barricaded.
- Loads must never be lifted over personnel, occupied structures or vehicles.
- Only qualified employees who have received training and are approved by the company may perform rigging operations.
- All rigging equipment must be inspected before each use, and as necessary during its use to ensure that it is safe.

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- Defective rigging equipment shall be removed from service immediately.
- Rigging equipment must never be loaded in excess of its recommended safe working load.
- No materials or equipment will be stored under energized lines or near energized equipment.
- Material being stored must be stacked neatly and secure and must not block aisles, walkways, exits, etc.
- All spills of hazardous materials/chemicals must be reported to your supervisor immediately so that proper action can be taken.
- All scrap lumber, waste material, and rubbish will be removed from the immediate work area as the work progresses.
- Standard hand signals shall be used and clear concise communication maintained between signalmen and operators. In critical situations, the most efficient type of communication (i.e., radio, signals, etc.) shall be determined.
- Site supervision shall ensure that site personnel perform proper rigging to balance and control each load.
- Personnel on the ground shall not stand below overhead loads.
- No loads shall be left unattended while suspended.
- Environmental factors such as distance, visibility, and wind velocity shall be considered in planning material handling of large outdoor material handling tasks.

Overhead Power Lines

Always check carefully for overhead power lines in the area when handling material. Consider any overhead wire to be energized until it is verified that the line is not energized. When operating near power lines, minimum clearance between the lines and any part of the equipment or load must be as follows:

Voltage	Minimum Clearance
50,000 Volts and less	10 feet
50,000 Volts to 69,000 Volts	11 feet
69,001 Volts to 115,000 Volts	12.5 feet
115,001 Volts to 138,000 Volts	13 feet
138,001 Volts to 230,000 Volts	16 feet
230,001 Volts to 345,000 Volts	20 feet
345,001 Volts to 500,000 Volts	25 feet
500,001 Volts to 765,000 Volts	34 feet