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| Document #: HCD03 |  Winnipeg Regional Health Authority Office régional de la santé de Winnipeg | Operating Procedure (OP) Status: 3.0 Revised: July 9, 2024 Owner: Occupational and Environmental Safety & Health (OESH) |
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| Purpose | In keeping with the Winnipeg Regional Health Authority (WRHA) commitment to providing a safe and healthy workplace as noted in the WRHA 'Workplace Safety and Health' policy (20.20.30), the following Operational Procedure has been developed to ensure that no WRHA staff or other person present on WRHA property is put at undue risk when performing manual handling and movement. |
| Background | This Operational Procedures supersedes Manual Material Handling Operational Procedure dated August 2010. |


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| 1.0 | Guiding Principle |
| 1.1 | This operational procedure is designed to ensure that when followed, the minimum requirements of Manitoba Workplace Safety and Health legislation is complied with and where possible exceeded. |
| 1.2 | As with all matters relating to the Safety and Health of workers the Workplace Safety and Health Committee should be consulted for their input. |

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| 2.0 | Definitions |
| 2.1 | Accessible – Easily located, being in proper working condition and of sufficient quantity. |
| 2.2 | Act (The Act and Regulation): The Workplace Safety and Health Act W210 and Regulation of Manitoba. |
| 2.3 | Directors/Managers/Supervisors/Lead: Means a person who has charge of a workplace or authority over a worker. |
| 2.4 | Employer: Every person who, by himself or his agent or representative employs or engages one or more workers, and The Crown and every agency of the government. |
| 2.5 | <u>Hazard Elimination and Control - Hierarchy of Controls</u> 2.5.1 Where there is a risk to the safety or health of a worker, the employer must, if reasonably practicable, eliminate it through 2.5.1.1 the design of the workplace; 2.5.1.2 the design of the work process; or 2.5.1.3 the use of engineering controls. 2.5.2 If the measures under subsection 2.5.1 fail to eliminate the risk, the employer must control any risk that remains 2.5.2.1 through one or a combination of the following, and to the extent practicable: <ul style="list-style-type: none"> • the design of the workplace, • the design of the work process, • the use of engineering controls; and 2.5.2.2 to the extent risk remains after taking the measures under 2.5.1, by implementing safe work procedures that reduce the remaining risk as much as reasonably practicable. 2.5.3 After taking the measures required under subsection 2.5.2, the employer must ensure that workers who may be exposed to any remaining uncontrolled risk use personal protective equipment that meets the requirements of the Workplace Safety and Health Regulation Part 6. |

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| 2.6 | Hazard: Any condition, activity, material, or substance that can cause injury or illness to a person. |
| 2.7 | OESH: Means the Occupational and Environmental Safety and Health Unit. |
| 2.8 | Manual Handling - Means any activity requiring the use of force exerted by a person to lift, lower, push, pull carry or otherwise move or restrain any material object and excludes patient handling. |
| 2.9 | Musculoskeletal Injury (MSI) – Means an injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels or related soft tissue, including a sprain, strain or inflammation that may occur to a worker in a workplace and that is caused or aggravated by any of the following: <ul style="list-style-type: none"> ▪ Repetitive motion ▪ Forceful exertion ▪ Vibration ▪ Mechanical compression; ▪ Sustained or awkward posture ▪ Limitation on motion or action ▪ Any other factor that creates a risk of musculoskeletal injury |
| 2.10 | Manual Material Handling and Movement Program – An educational program that outlines injury prevention techniques for identifying and recommending the appropriate method of manual material handling and movement. The components of the program are included in the training and resource manual. |
| 2.11 | Worker 2.11.1 any person who is employed by an employer to perform a service whether for gain or reward, or hope of gain or reward or not, 2.11.2 any person engaged by another person to perform services, whether under a contract of employment or not 2.11.2.1 who performs work or services for another person for compensation or reward on such terms and conditions that he is, in relation to that person, in a position of economic dependence upon that person more closely resembling the relationship of any employee than that of an independent contractor, 2.11.2.2 and who works or performs services in a workplace which is owned or operated by the person who engages him to perform services, 2.11.3 any person undergoing training or serving an apprenticeship at an educational institution or at any other place. |
| 2.12 | Workplace: Any building, site, clinical unit, workshop, mobile vehicle, client home, or any other premises or location whether indoors or outdoors in which one or more Workers or self-employed persons are engaged in work. |
| 2.13 | Workplace Safety and Health Committee: A committee for Workplaces where at least 20 of the Employer’s Workers are regularly employed as established under Section 40 of the Workplace Safety and Health Act. |
| 2.14 | Workplace Safety and Health Representative: A Representative for Workplaces where five (5) or more Workers but less than twenty (20) Workers are regularly employed as established under section 40 of the Workplace Safety and Health Act. |

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| 3.0 | Operational Procedure |
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| 3.1 | <p>All facilities/sites/programs/departments shall promote a safe manual material handling environment by implementing a program that shall include but is not limited to the following:</p> <ul style="list-style-type: none"> 3.1.1 Performance and documentation of an assessment of the site/program/facility/department to determine which, if any employees are exposed to musculoskeletal injury while performing manual material handling tasks. 3.1.2 Identification and documentation of the risks arising from the conditions and circumstances of the worker's work. 3.1.3 Assessment of the risks as identified in 3.1.1 and documentation of this assessment. 3.1.4 Implementation of the control measure to eliminate or reduce, so far as is reasonably practicable, the risk of musculoskeletal injury on the basis of the risk assessment following the Hierarchy of Controls. 3.1.5 Access for staff to manual material handling equipment and devices. 3.1.6 Safe Work Procedures relevant to a facility/site/program/department specific needs, written and available to staff. 3.1.7 Training on Safe Work Procedures Before the Worker: <ul style="list-style-type: none"> 3.1.7.1 Begins performing manual material handling tasks, or under the direction of a supervisor or another person who is fully trained and/or has sufficient experience in performing manual material handling while being trained. This includes all new Workers. 3.1.7.2 Performs different manual material handling tasks than the Worker was originally trained to perform or 3.1.7.3 Is moved to another area of the workplace or a different workplace that has different manual material handling procedures. 3.1.8 Provision of training as outlined in this operational procedure. 3.1.9 Monitoring of the effectiveness of any control measure implemented. <ul style="list-style-type: none"> 3.1.9.1 Where monitoring identifies that a control measure has not eliminated or reduced the risk, implement further control measures where it is reasonably practicable to do so. 3.1.10 As per Best Practice guidelines, the maximum weight to be lifted by Workers using two hands under ideal conditions is 51 lbs./16 kg. (NIOSH, 1994). 3.1.11 Supervisory enforcement concerning worker compliance with safe manual material handling and movement components. 3.1.12 Completion and documentation of the initial basic and ongoing training, as required to correct improper use/understanding of manual material handling and movement. Competency shall be demonstrated. Non-compliance with training methods will indicate a need for retraining. 3.1.13 Ongoing evaluation of the Program to review current evidence and best practices. |
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| 4.0 | Responsibilities |
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| 4.1 | Employer 4.1.1 Act in accordance with the objects and purposes of the Act by ensuring, so far as is reasonably practicable, the safety, health and welfare at work of all his workers, and complying with the Act and regulations. 4.1.2 Ensure that all his workers, and particularly his supervisors, foremen, charge hands or similar persons, are acquainted with any safety or health hazards which may be encountered by the workers in the course of their service, and that workers are familiar with the use of all devices or equipment provided for their protection. |
| 4.2 | Facility Executive Team 4.2.1 Assign responsibilities to staff within the facility/site/program/department to ensure the implementation of this operational procedure. 4.2.2 Ensure resources (information, training, tools, equipment, and time) are available to provide/maintain 4.2.1. 4.2.3 Support the Operational Procedure throughout the facility/site/program/department. 4.2.4 Ensure that sufficient lifting equipment/aids and devices are available for workers to use when needed for safe manual material handling and movement as far as is reasonably practicable. 4.2.5 Ensure that acceptable storage locations are available for the lifting equipment/aids. 4.2.6 Ensure preventive and routine maintenance of equipment is assigned. 4.2.7 Ensure education and training opportunities are available. |
| 4.3 | Directors/Managers/Supervisors/Lead 4.3.1 Support a culture of safety, shared responsibility and safe manual material handling and movement within their area. 4.3.2 Identify situations where workers perform tasks involving manual material handling and movement using the facility/site/program identification/documentation system. 4.3.3 Assess and document the risks. 4.3.4 Implement control measures following the Hierarchy of Controls to reduce or eliminate the risks identified and assessed. 4.3.5 Establish written safe work procedures based on the above. See Operational Procedure – Safe Work Procedure. 4.3.6 Ensure Workers who perform Manual Material Handling tasks successfully complete the basic initial Safe Manual Material Handling and Movement training. 4.3.7 Ensure that injured workers receive retraining when returning to work following injury where appropriate. 4.3.8 Ensure that all tasks are completed safely using manual material handling equipment/devices or other approved manual material handling aids and appropriate techniques as per the safe work procedures. 4.3.9 Purchase equipment within available financial resources. |


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| | <p>4.3.10 Ensure mechanical lifting devices and other equipment/aids are available, maintained regularly, in proper working order, and stored conveniently and safely.</p> <p>4.3.11 Monitor worker compliance on safe manual material handling/movement.</p> <p>4.3.12 Assess need for further in-services and request refresher in-service when required.</p> <p>4.3.13 Involve educators, OESH or other resources as necessary to implement this procedure.</p> <p>4.3.14 Provide plans to forward recommendations to Capital Planning and Construction Committees as necessary to facilitate manual material handling equipment use and storage.</p> <p>4.3.15 Ensure that all facility policies are followed if new equipment is being trialed and/or installed.</p> |
| 4.4 | <p>Safe Manual Material Handling Educators/Designate</p> <p>4.4.1 Ensure that all elements of the basic program are implemented and evaluated.</p> <p>4.4.2 Provide all new workers who perform Manual Material Handling Tasks with basic Safe Manual Material Handling and Movement Training. Basic proficiency must be demonstrated at the time of training. A written record of proficiency must be retained and/or provided to the Director/Manager/Supervisor/Lead.</p> <p>4.4.3 Prioritize continuing education based on current industry standards.</p> <p>4.4.4 Provide retraining when necessary or upon request (e.g. new/different manual handling tasks/procedures, corrective action after injury, return to work plan, Worker self-identifies need for further training, etc.).</p> <p>4.4.5 Ensure that training records are kept.</p> |
| 4.5 | <p>Workers</p> <p>4.5.1 Report any occupational health and safety concerns to their supervisor.</p> <p>4.5.2 Participate in the identification of risks related to safe manual material handling and in the development of safe work practices.</p> <p>4.5.3 Follow safe work practices and procedures.</p> <p>4.5.4 Participate in and successfully complete the Safe Manual Material Handling and Movement Program basic orientation.</p> <p>4.5.5 Demonstrate learned principles and skills related to performing safe manual material handling and movement.</p> <p>4.5.6 Perform pre-use inspections and routine safety assessments of equipment and ensure documentation and records are kept of inspections.</p> <p>4.5.7 Assess the environment, material being moved/handled, and available resources before starting a lift or movement.</p> <p>4.5.8 Perform all safe manual material handling and movement as outlined in the safe work procedures using appropriate equipment and procedures.</p> <p>4.5.9 Communicate specific needs and potential risks to the manager/supervisor.</p> |
| 4.6 | <p>OESH or Designate</p> <p>4.6.1 Provide Directors/Managers with a list of work-related injuries and an analysis of trends for review.</p> |

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| | 4.6.2 Consult with the facility/site/program on all aspects of this operational procedure. 4.6.3 Collaborate and consult on specific manual handling safety concerns and recommendations. 4.6.4 Assist in the development of all SWPs and review/update as needed. 4.6.5 Ongoing evaluation of the Program to review current evidence and best practices once every 3 years or if there is a change in legislation or process. |
| 4.7 | Workplace Safety and Health Committee 4.7.1 Consult with the facility/site/program on the development and implementation of this operational procedure. 4.7.2 Review and monitor the effectiveness of this operational procedure. |

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| 5.0 | Training Requirements |
| 5.1 | The training program must be workplace-specific, effective, and reviewed every three years or when changes that may affect the procedure are introduced in the workplace. |
| 5.2 | Training must involve an understanding of: 5.2.1 Body Mechanics (safe postures, lifting techniques, manual handling techniques) 5.2.2 Fitness for Work. 5.2.3 Identification of hazards related to manual material handling. 5.2.4 Signs and common symptoms of any MSI associated with Manual Material Handling and Movement. 5.2.5 General Precautions (test load, grip properly, protect hands, team lifting, help, mechanical devices). 5.2.6 Selection and Use of Equipment. 5.2.7 Operational Procedure and applicable Safe Work Procedures. |
| 5.3 | Workers must be trained in a manner that ensures that Workers are able to apply the training provided. 5.3.1 Initial and refresher training can be provided in person or via video-based training where available. 5.3.1.1 Refresher training should be provided as required or upon request (e.g., new/different manual handling tasks/procedures, corrective action or return to work after injury, to correct improper use/understanding of Manual Handling and Movement, return to work plan, Worker self-identifies need for further training, etc.) |
| 5.4 | All training must be documented. Records must be kept as required by the Workplace Safety and Health Act and Regulations. |
| 6.0 | REFERENCES |
| 6.1 | Legislation and Guidelines Manitoba Laws - W210 The Workplace Safety and Health Act https://web2.gov.mb.ca/laws/statutes/ccsm/w210.php?lang=en Consolidated WSH Act and Regulation – Province of Manitoba |

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| | <p>https://www.gov.mb.ca/labour/safety/pdf/whs_workplace_safety_act_and_regs.pdf</p> <p>National Institute for Occupational Safety and Health (2007). Ergonomic Guidelines for Manual Material Handling. https://www.cdc.gov/niosh/docs/2007-131/default.html</p> |
| 6.2 | <p>WRHA Policy and Operational Procedures WRHA Policy 20.20.030 Workplace Safety and Health 20.20.030-Workplace-Safety-and-Health.pdf</p> <p>WRHA OESH Operational Procedure – Safe Work Procedures https://professionals.wrha.mb.ca/files/C-CDD01-Safe-Work-Procedures-OP.pdf</p> <p>WRHA OESH Operational Procedure – Report and Resolution of Safety Concerns https://professionals.wrha.mb.ca/files/K-WR02-Report-and-Resolution-OP.pdf</p> <p>WRHA OESH - Safe Manual Material Handling and Movement Manual https://professionals.wrha.mb.ca/old/professionals/safety/files/SafePatientHandling/MMHM.pdf</p> |
| 7.0 | APPENDIX: |
| | None |
| 8.0 | OPERATIONAL PROCEDURE CONTACT |
| | Regional Director, Occupational and Environmental Safety and Health, Winnipeg Regional Health Authority |