



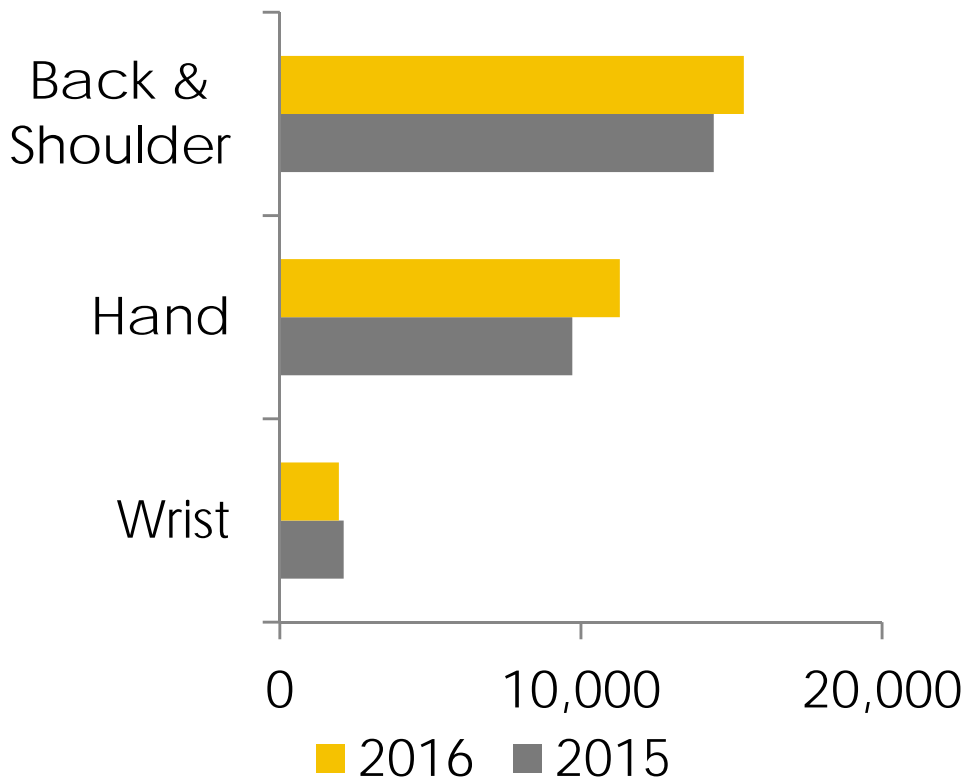
THE CENTER FOR CONSTRUCTION
RESEARCH AND TRAINING

Preventing Strains and Sprains from Manual Materials Handling in Construction

**Get Started with *Best Built Plans*
Program & Resources**

FACT -- sprain & strain (overexertion) injuries are a serious and growing industry problem – *manual materials handling is a leading cause*

Injury Trend



- ✓ A significant number result in days away from work
- ✓ Are a leading cause of disabling injuries
- ✓ Create a financial burden for contractors and injured workers

FACT -- there are solutions

Identified common barriers

- ✓ Gaps in awareness of the risks, solutions, and benefits of using the solutions
- ✓ Access to, or time to find, material weights, lifting and storage options
- ✓ Lack of planning experience or resources

Discovered key motivators

- ✓ Prevent injuries
- ✓ Control insurance costs
- ✓ Improve productivity and meet schedules
- ✓ Win work and retain employees

Common theme

*Planning to reduce manual materials handling
is a good business practice*



Positions safety – reducing the risk for manual materials handling injuries – as a core pillar of business success – linked to quality and productivity

Includes something for everyone...

- ✓ Site Planning Tool
- ✓ Interactive training and coaching resources
- ✓ Infographics that highlight the benefits of reduced MMH and safer practices

...Is free and easy to access

Infographics/Posters and Handouts

HAVING A SAFETY PROGRAM MAKES A DIFFERENCE. CONTRACTORS SAY SO THEMSELVES.

Statistic	Benefit
76%	SAID IT INCREASED ABILITY TO WIN NEW WORK
71%	SAID IT IMPROVED PROJECT QUALITY
64%	SAID IT HELPED RETAIN STAFF

Source: Building A Safety Culture: Improving Safety and Health Management in the Construction Industry, Dodge Data Analytics, SmartMarket Report, 2016

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GET TOOLS AND SEE SIMPLE STEPS YOU CAN TAKE AT BESTBUILTPLANS.ORG.

BEST BUILT PLANS
BUILD SAFETY INTO EVERY JOB

PLANNING TO REDUCE MANUAL MATERIALS HANDLING IS AN IMPORTANT PART OF A STRONG SAFETY PROGRAM.

Best Built Plans has resources to help contractors reduce manual materials handling in every stage of their projects, and see better returns as a result.

GET TOOLS AND SEE SIMPLE STEPS YOU CAN TAKE AT BESTBUILTPLANS.ORG.

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PLANNING TO REDUCE MANUAL HANDLING OF HEAVY MATERIALS CAN SAVE CONTRACTORS TIME AND MONEY.

CONTRACTOR TIPS FOR REDUCING MANUAL MATERIALS HANDLING

TIP 1

Have materials delivered close to where they will be used and stored off the ground.

INSTEAD OF THIS **TRY THIS**

SEE MORE SIMPLE STEPS YOU CAN TAKE AT BESTBUILTPLANS.ORG.

BEST BUILT PLANS
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Talk through your work plan every morning. Leave safe every night.

Your job site check-ins are the best times to flag heavy material lifts or moves that could lead to injury. Make a plan now so everybody gets home safe later.

Get simple steps you can take at BestBuiltPlans.org

BEST BUILT PLANS
BUILD SAFETY INTO EVERY JOB

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BEST BUILT PLANS

BUILD SAFETY INTO EVERY JOB



SITE PLANNING

Site Planning | 1 | 2 | 3 | 4 | 5

MATERIALS HANDLING CONTRACTOR PLANNING TOOL

Successful contractors plan for how materials will be stored, lifted and moved at every project stage because reducing manual materials handling (MMH) helps them:

- Prevent injuries
- Control insurance costs
- Improve productivity & meet schedules
- Win work & retain employees

HOW TO USE THIS TOOL

Click on the buttons below to find information to help you plan how you will reduce manual materials handling on your projects.

Each project stage includes resources that you can use to develop and implement your plan.

- 1 Lifting
- 2 Pre-job
- 3 On-the-job
- 4 Look Back

TRAINING RESOURCES



COACHING





MATERIALS HANDLING CONTRACTOR PLANNING TOOL

Successful contractors plan for how materials will be stored, lifted and moved at every project stage because reducing manual materials handling (MMH) helps them:

Prevent injuries



Control insurance costs



Improve productivity & meet schedules



Win work & retain employees



HOW TO USE THIS TOOL

Click on the buttons below to find information to help you plan for how you will reduce manual materials handling on your projects.

Each project stage includes resources that you can use to develop and implement your plan.

1

Bidding

2

Pre-Job

3

On-the-Job

4

Look Back



1. Bidding

Get Ready.

Now is the time to PLAN for how materials will be delivered, stored and moved so that you can work productively and avoid costly injuries.

"Planning starts pretty much when we're bidding on a job, we look at all the materials that are required... We take a look at the ease of installation, packaging and storage. If at all possible, we'll have the suppliers store the materials so that we don't have to handle it..."

(CPWR Contractor Interview, January 2017)

Materials Handling Questions to Consider & Helpful Resources

1. What types of materials do you plan to use on the project?
2. What quantity of each material will you need?
3. When do you plan to use each material?
4. How heavy are the units of material that you will need to move? Are there lower weight options? Will the materials be marked with the unit weight? **Want more information?**
5. How will the materials be delivered and stored? Can they be stored off the ground to minimize bending and lifting? **Want more information?**
6. What lifting equipment or staff assistance will be used to lift and move heavy materials (for example, units that weigh 50 pounds or more)? **Want more information?**
7. Need help keeping track of the materials, weights, storage options, lifting equipment and assistance, and the cost of these items for your bid? **Download planning worksheet.**

1


Bidding


Examples of Weights of Common Building Materials

(Please note -- The list is in alphabetic order by material category. These examples were identified through a search of the Internet in October 2017 and information supplied by researchers. CPWR does not endorse any specific material, equipment or product. This list will be updated periodically. Go to <https://www.cpwr.com/manual-materials-handling-planning-tool-and-resources> to find the latest version.)

Category of Material	Construction Material	Size or Coverage	Units	Weight per unit (lbs)	Total Weight (lbs)	Source	Link	Other Resources/ Comments
Abrasive blasting	Abrasive blaster	90 lb capacity unit	1	53	53	Northern Tool + Equipment	http://www.northerntool.com/shop/tools/product_7960_7960	Will be heavier when filled with blast media


Examples of Materials Storage Equipment (to reduce manual materials handling on the jobsite, the warehouse or yard)
 (Please note -- these examples were identified through a search of the Internet in October 2017. CPWR does not endorse any specific equipment or product. Many factors influence the effectiveness of equipment/products including maintenance, user skill and training, the appropriateness of the equipment/product for the task, and manufacturer instructions/requirements This list will be updated periodically. Go to <https://www.cpwr.com/manual-materials-handling-planning-tool-and-resources> to find the latest version.)

Category of Material	Construction Material	Material Stored	Type of Storage Equipment/ Option	Commercial Examples	Example Photo	Links	Comments	Rental Option
Abrasive blasting	Crushed glass blast media							
Abrasive blasting	Glass bead blast media							
Abrasive blasting	Glass bead blast media					https://www.grainger.com/product/GRAINGER-APPROVED-Grainger-Approved-Dunnage-WP96884/_/N-?mk7?EndecaKeyword=shelving+and+storage+racks&NLSCM=5&nl_boost_words=noContent&searchRedirect=shelving+and+storage+racks&breadcrumbCatId=26865&pp=false&picUrl=/static.grainger.com/rp/s/is/image/Grainger/2HFX2_AS01?%\$mthumb\$webparentimage\$	Size: 12 x 24 x 36 in Max capacity: 500lb to Size: 12 x 36 x 96 Max capacity: 2700lb	

Multi-use			Dunnage Rack - Metal	Grainger Approved Dunnage Rack		https://www.uline.com/Product/Detail/H-3575/Dunnage-		
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Examples of Lifting & Moving Equipment to Reduce Manual Materials Handling (MMH)

(Please note -- The list is in alphabetic order by type of material. These examples were identified through a search of the Internet in October 2017. CPWR does not endorse any specific equipment or product. Many factors influence the effectiveness of equipment/products including maintenance, user skill and training, the appropriateness of the equipment/product for the task, and manufacturer instructions/requirements. This list will be updated periodically. Go to <https://www.cpwr.com/manual-materials-handling-planning-tool-and-resources> to find the latest version.)

Category of Material	Construction Material	Material	Type of Equipment/ Option	Commercial Examples	Example Photo	Links	Comments	Construction Solutions Link	Rental Option
Multi-use						http://www.vestil.com/products/mh-equip/carpet_dolly.htm	Transports carpet roll. Max weight 500 pounds.	http://www.cpwr.constructionolutions.org/generallabor/solution/906/carpet-dolly.html	
		Carpet	Carpet Dolly	Vestil Carpet-45					



2. Pre-Job

Congratulations! You won the bid! Now's the time to revisit how materials will be delivered, stored, and used on the jobsite to avoid downtime, damaged materials, and injuries from manual materials handling.

"We've made a capital investment in racks or in those carts or products that move materials to the job in large, gross fashion, to where they're offloading off a forklift avoiding strain and then moved into the jobsite on wheels and consumed almost immediately... [That way] you've minimized that field risk and all of that handling..."

(CPWR Contractor Interview, December 2016)

Key Steps, Questions to Consider & Helpful Resources

At the start of the job:

Review how materials will be delivered, stored, lifted, moved on the job with:

- The project owner and/or general contractor
- Material and equipment suppliers
- Your employees

Questions to consider:

1. Are there any changes to the materials to be used, or how stored, lifted or moved? **Want more information?**
2. Which of your employees will be responsible for coordinating where materials will be delivered and stored?
3. Do your supervisory personnel (foremen, etc.) need training on use of equipment or safe work practices?
Download free training materials.
4. Who will be responsible for ensuring workers are trained on the use of equipment and work practices to minimize manual materials handling? What training will be needed? What materials will be needed for the training? When and where will it take place?
5. Need help keeping track of the materials handling activities and assignments? **Download planning worksheet.**

You may have already downloaded these resources when preparing your bid. If not:

Find weights of common building materials

Excel

Find examples of site storage options

Excel

Find examples of lifting equipment

Excel

Training Resources:

Supervisor/Foreman Training

Key scenarios to focus on: Introduction; "Gimme Space"; "Do We Have To?"; "Fritz's Shortout".

Toolbox Talk - English

Toolbox Talk - Español

Hazard Alert Card - English

Hazard Alert Card - Español

Lift Coach Games

Also visit the Training Resource and Coaching Section of this application. Find more free toolbox and other training resources at

<https://www.cpw.com/research/construction-ergonomic-research-solutions>

3. On-the-Job

Daily planning and frequent communication keep everyone focused on quality, safety, and productivity. Execution and troubleshooting becomes everyone's responsibility.

"We do a daily planning with the workers. Every morning we get the crew together and they plan what they're going to do for the day. It's in writing. They discuss the type of work that's going to be performed, what kind of materials handling, the whole nine yards for the day. [And they] sign off at the end of the day that they were successful."

(CPWR Contractor Interview, January 2017)

Key Steps & Helpful Resources

1. **At the beginning and end of each day** review materials handling tasks, responsibilities, schedules, and equipment for the current day and the next to ensure that all employees – supervisors, foremen, and workers – know:
 - ✓ Where the materials will be delivered and/or stored
 - ✓ How the materials will be moved to reduce manual handling
 - ✓ The location and availability of equipment that will be used to move and handle materials
 - ✓ How the team will respond to materials handling risks that are identified. [Download free training materials.](#)
2. Ask your employees for their ideas on how to improve manual materials handling to avoid injury and improve productivity.
3. Share your plan with the GC and other contractors to avoid conflicting schedules that could slow down theirs.
4. Monitor your plan to be sure it is being implemented. [Download planning worksheet and checklist.](#)

The **Manual Materials Handling Workbook** contains worksheets to help you plan for and keep track of manual materials handling for each stage of your project.

- ✓ **The 3rd worksheet "On-the-Job Materials Handling"** builds on the information contained in the earlier planning worksheets.

[Excel](#)

- ✓ Or use the stand-alone **"Daily Materials Handling Checklist"** to identify and prevent manual materials handling risks.

[Word](#)

REMINDER: If you already downloaded the Workbook and used it for Pre-Job planning, you do not need to download a new copy of the Workbook. Simply retrieve your saved copy of the Workbook and click on the **On-the-Job** worksheet.

Key information from your Stage 2-Pre-Job worksheet will automatically appear in the **Stage 3- On-the-Job worksheet**. Remember, you can use one or all of the worksheets. If you have not yet downloaded the workbook, you can do so now.



Daily Materials Handling Checklist

Space for Additional Materials on Back

To be filled out daily at the beginning of the shift and reviewed at the end of shift.

Date: ___/___/___ Project/Site: _____ Stage of work: _____
 General contractor: _____ Sub-contractor: _____
 Individual completing the checklist: _____
 Individual who is responsible for manual materials handling: _____
 (material delivery, storage and movement, worker training provided and oversight)

BEGINNING OF SHIFT

Material	Location delivered/stored	Location to be used	Quantity	Equipment for moving

Please use the space on the back of this form for additional material!

Are the materials located (delivered/stored) as planned? Yes No

If not, is there corrective action being taken? Yes No

Have steps been taken to ensure:

- The required equipment is available to move the materials (e.g., forklift, cart, dolly, 2-person lifting team)? Yes No
- Materials will be moved over the shortest distance possible? Yes No
- The pathway is clear to move the materials? Yes No
- All workers involved in lifting or moving materials have been trained on safe materials handling (when to use lifting equipment or get assistance and safe lifting practices)? Yes No

Will materials handling training take place today? Yes No

If yes, how? Toolbox talks Other _____

END OF SHIFT

Were materials moved as planned? Yes No

If not, why? _____

ADDITIONAL MATERIALS

Material	Location delivered/stored	Location to be used	Quantity	Equipment for moving



4. Look Back

You're Almost Done!

Consider this last step the first step in planning for and winning your next project.

Why Now?

Right after you finish a project is the best time to capture your experience of what worked well or not quite as planned to minimize manual materials handling. You may not get it 100% right the first time, but the more you learn, the better positioned you will be to successfully bid on future projects.

Key Steps & Questions to Consider

1. Using your planning documents, compare your plan for manual materials handling with what actually took place on the jobsite.
REMINDER: *If you used the Materials Handling Workbook and worksheets, you will have the documentation you need to conduct this review.*
 - ✓ Identify what changed on the jobsite from what was planned and why.
 - ✓ Did the changes have a positive or negative outcome?
2. If you did not already capture it during your daily meetings, meet with your employees to get their input on what helped or did not help to minimize manual materials handling, and what equipment, work practices, or actions they'd recommend for future projects.
3. Use what you learn to minimize manual materials handling on future projects.



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SITE PLANNING

TRAINING RESOURCES

COACHING



Manual Materials Handling Contractor Planning Tool

Introduction

Site Planning

Equipment

Lifting

Work Practices

Conclusion



Introduction

Welcome to the Manual Materials Handling Training Resources!

In construction, strain and sprain injuries (also referred to as overexertion, musculoskeletal disorders (MSDs), or soft tissue injuries) are often caused or made worse by:

- lifting heavy materials (50 pounds or more),
- lifting materials from the ground or above waist height,
- or from lifting and carrying materials while in awkward postures (forward bending, twisting upper body, etc.).

This training resource will increase your understanding of the need to plan your lifts, and introduce equipment, work practices and lifting techniques that can help reduce your risk for injury.

This presentation contains narration. Please adjust your speakers or headphones accordingly now in order to listen and follow along.





Site Planning

Plans for how materials will be safely stored, lifted and moved start when an employer is preparing their bid and should continue on a daily basis throughout a project. Your employer should have planned the site to reduce the risk of injury from lifting and moving materials by:

- delivering materials close to where they will be used
- storing materials off the ground
- identifying the weights of materials and setting weight limits for lifting without help
- providing equipment or help for lifting and moving materials on the site
- making sure there are clear pathways for moving materials

When planned properly, these site features and processes can reduce the risk of injury and the time and energy needed to complete your work. In this section, click on features of the site that can help to reduce the risk of injury and other types of injuries that can result from manual materials handling.

Press the "Arrow" button to begin.

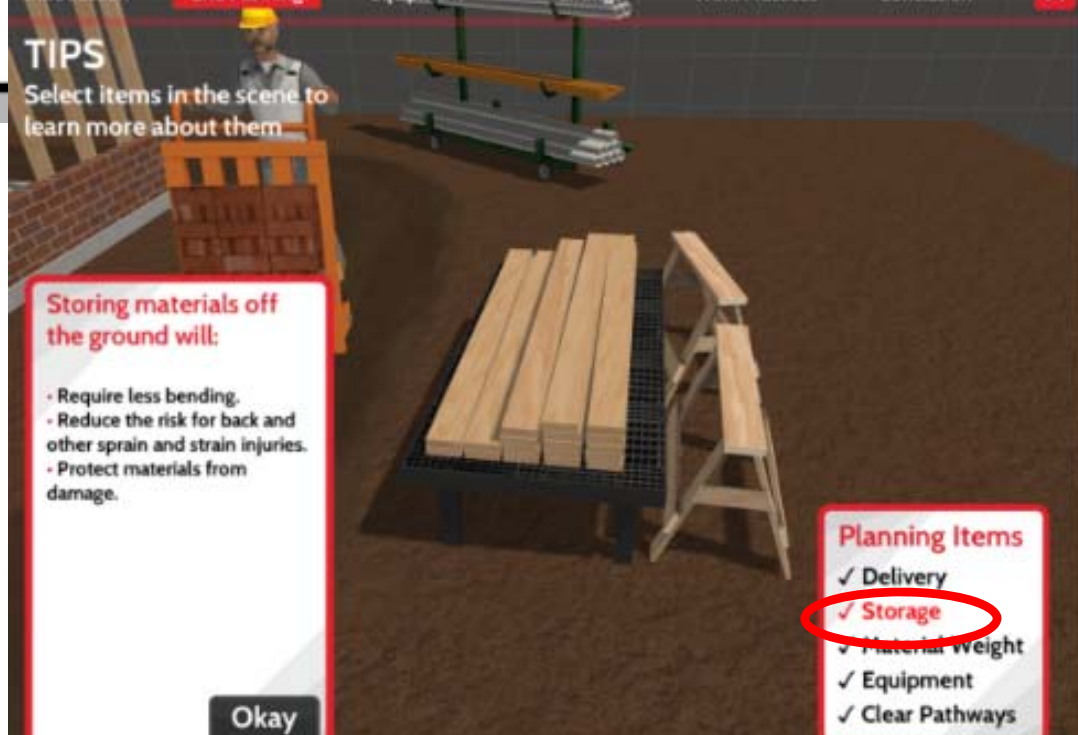
TIPS

Select items in the scene to learn more about them



TIPS

Select items in the scene to learn more about them



Storing materials off the ground will:

- Require less bending.
- Reduce the risk for back and other sprain and strain injuries.
- Protect materials from damage.

Okay

Planning Items

- ✓ Delivery
- ✓ Storage
- ✓ Material Weight
- ✓ Equipment
- ✓ Clear Pathways

Planning Items

- ✓ Delivery
- ✓ Storage
- ✓ Material Weight
- ✓ Equipment
- ✓ Clear Pathways



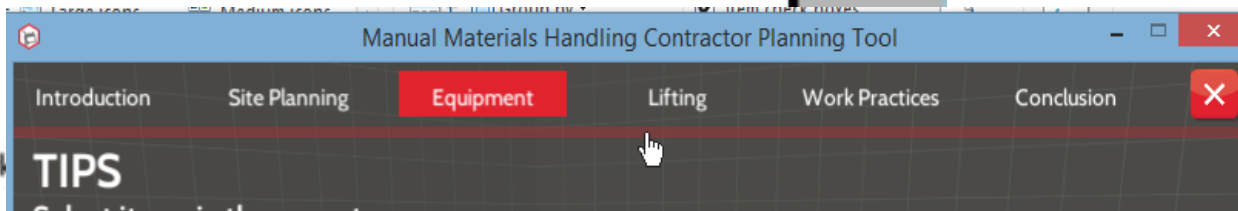
Equipment Identification

Safe manual materials handling starts before you begin lifting. Identify the equipment you have on-hand to help with lifts. For example:

- Hand Truck
- Wheelbarrow
- Welding Cart
- Power Buggy
- Power Dolly
- Rough Terrain Forklift

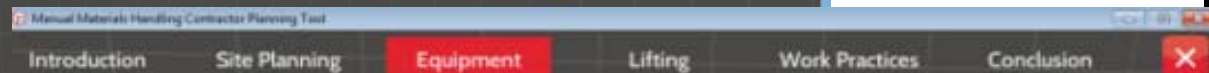
Used properly, this an...
while doing your job s...
equipment in the scen...

Press the "Arrow" but...



TIPS

Select items in the scene to learn more about them



TIPS

Select items in the scene to learn more about them



Hand Truck

- Check the load capacity - do not overload hand trucks.
- Check frame for broken or bent areas.
- Check tires for proper air pressure. If hard tires, check for "chipped tires."
- Load hand trucks to ensure good balance and load stability.
- Position the load forward over the axles so the hand truck, not the handles, carries the weight.
- Stack objects only to a height that you can see over while walking.

Okay

Equipment

- ✓ Hand Truck
- ✓ Wheelbarrow
- ✓ Welding Cart
- ✓ Power Buggy
- ✓ Power Dolly
- ✓ Rough Terrain Forklift


Manual Materials Handling Contractor Planning Tool

Introduction Site Planning Equipment **Lifting** Work Practices Conclusion

Lifting


Most lifting injuries aren't caused by a single incident. They are usually caused by years of manually lifting and moving heavy loads and working in awkward postures that weaken the body. A sudden movement can lead to injury.

To reduce stress and strain on your body and to stay healthy, it is important to avoid lifting materials that weigh 50 pounds or more without lifting equipment or help, and to use safe lifting practices.






Lifting Stance

The position of your feet while lifting is very important. With your feet together, you can easily become unbalanced.



With your feet shoulder-width apart and a bit staggered, you create a wide base of support so you can shift your weight with your legs, not your back.






Manual Materials Handling Contractor Planning Tool

Introduction Site Planning Equipment **Lifting** Work Practices Conclusion

Try it now!

Choose a Close Stance or a Staggered Stance.
Choose Lift With Legs or Lift With Back.
Choose Turn and Step or Twist.





Work Practices

When lifting items, be aware of the weight, size and shape. This will help you decide if you need lifting equipment or help from a co-worker on the best way to lift. Be aware of your surroundings and any hazards that may be in the area.

Work Practices

Build a Bridge

Bending to reach items puts a lot of strain on your lower back.



If you must reach, "build a bridge." Place one arm on a stationary object such as your leg to support your body.



Work Practices

Use Two Hands

It's important to lift items properly. Even if the item has handles.



Always lift an item with two hands to reduce the risk for injury.





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SITE PLANNING

TRAINING RESOURCES

COACHING



Coaching



WARM UP



FUNDAMENTALS

Foot Position



FUNDAMENTALS

Lifting



FUNDAMENTALS

Get It Close





Lifting and Carrying Materials

Construction has the second highest rate of back injuries of any industry.

Here is an Example

Bags of concrete had been delivered to a construction site, but the forklift normally used to move the pallets was in the shop for repair. Rick and other members of the masonry crew were told to lift and carry the 60 pound bags to a safe area so that no one would stumble over them. They were not provided with lifting equipment or told to lift as teams. The next morning, Rick had serious back pains and went to the doctor. The doctor told him that he had damaged a disc in his lower back and could not return to work.

1. Have you ever had a back injury from lifting and carrying or do you know anyone who has?
2. If so, what happened?

Preventing Back Injuries from Lifting and Carrying

- Never try to lift an item weighing over 50 pounds by yourself.
- Use lifting equipment like a dolly to lift heavy objects, or ask for help with heavy or awkward objects.
- Coordinate and practice team lifting prior to the lift.
- Tuck in your chin to keep your back as straight as possible while lifting.
- Lift with strong leg muscles, not your back.
- Avoid twisting your body while carrying an object.
- Plan your lifts; make sure the path is clear prior to lifting.

What Are We Going to Do Today?

What will we do here at the worksite today to prevent injuries from lifting and carrying items?

1. _____
2. _____
3. _____

OSHA STANDARD* Section 5(a)(1) of the OSHA Act

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www.cprw.com



Lifting and Carrying Materials



- Use mechanical equipment like a dolly to lift heavy objects, if at all possible.
- Never try to lift an item weighing over 50 pounds by yourself.
- Plan your lifts; make sure the path is clear prior to lifting.

GG



LIFT COACH

PLAN YOUR ROUTE

Play

How to Play

Language



0.0



30.0



LIFT COACH

PLAN YOUR LIFT

- Start
- Language
- Credits



Almost.

Much of the strain came from letting your mind drift.
Tip: Remember to focus on the task at hand.

Strain

Acceptable

Quit Try Again

Accessible online www.bestbuiltplans.org



BEST BUILT PLANS: PREVENTING INJURY & IMPROVING PRODUCTIVITY BY REDUCING MANUAL MATERIALS HANDLING

Manually lifting and moving heavy materials on job sites can result in strain, sprain, and related soft tissue injuries. These types of injuries cost business billions of dollars and are the leading cause of disabling injuries in the construction industry.

Best Built Plans provides contractors and workers with practical tools and information to plan for safe manual materials handling while staying productive and profitable. To create the tools, successful contractors told us what they do well regarding storing and moving heavy materials on site. Regardless of size, they engaged in careful planning and frequent communication.

As a new program, we want to learn from users what's working, what needs to be improved, and what other resources are needed. Please take a few minutes to share your feedback by taking this brief survey ([click HERE](#)). Your responses are completely anonymous.

What's available?

Site Planning Tool	Training Resources	Coaching
Tailored for use at each stage of a project, from preparing a bid to project completion, includes pre-set spreadsheets, material weights, storage and lifting options, daily checklists, training materials, hazard alert cards, toolbox talks, and related microgames.	Interactive exercises with narration to increase a worker's understanding of the need to plan lifts, and to introduce equipment, work practices and lifting techniques that can help reduce the risk for injury.	Interactive exercises that introduce warm-up activities and the fundamentals of lifting practices and allows users to test their knowledge.

[Click here to access the Site Planning Tool online](#)

You can download Site Planning Tool and Interactive Training and Coaching Resources to your PC by clicking [HERE](#) and following the prompts. If you need help, click [HERE](#) for step-by-step instructions. *Please note, if you receive a message "BestBuiltPlans(1).zip is not commonly downloaded and may be dangerous." please click on the up arrow and click "Keep." This is a message some browsers are using for new applications.*

If you have questions about the program and materials, please email cpwr-r2p@cpwr.com

How can you help?

- Volunteer to be part of the Pilot

OR

- Use the materials and share feedback through the online survey at www.BestBuiltPlans.org



Questions?

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