

Procedure Title	Material Handling Equipment, Lifting and Elevating Devices		
Date of Issue	April 28, 1999	Related Policy	BP 3801-D
Revision Dates	April 5, 2017	Related Forms	AF 3856
Review Date		Originator	Administrative Council
References			
Occupational Health and Safety Act; Ontario Regulation 851, Section 45-60; Ontario Regulation 213/91 as amended, Sections 143-149; Elevating Devices Act and Regulation 316; AP 3801-D "Occupational Health and Safety Program"			

1.0 AUTHORITY & APPLICATION

- 1.1 Lifting devices, material handling equipment and elevated work platforms are to be operated by *competent persons* trained to the level of competence expected by the equipment manufacturer, Canadian Standards Association and the Ontario Ministry of Labour.
- 1.2 Bluewater District School Board owns lifting devices, material handling equipment and elevating work platforms. Only trained board employees shall operate this equipment.
- 1.3 Only trained employees of the Plant Services Department shall operate the material handling equipment and the elevated work platforms.
- 1.4 This procedure does not apply to any equipment/devices that are used for special education purposes.

2.0 DEFINITIONS

- Competent Person**
(defined by the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1)
- A person who:
- a) is qualified because of knowledge, training and experience to organize the work and its performance;
 - b) is familiar with the Occupational Health and Safety Act, and the regulations that apply to the work; and
 - c) has knowledge of any potential or actual danger to health or safety in the workplace.
- Elevated Work Platform**
- A mechanical device used to provide temporary access for people or equipment to inaccessible areas, usually at height.
- Lifting Device**
- A device that is used to raise or lower any material or object, and includes its rails and other supports.
- Material Handling Equipment**
- Powered equipment such as a front end loader, fork lift, backhoe, trencher or truck.

3.0 ROLES AND RESPONSIBILITIES

3.1 The Employer shall ensure that:

- i. all lifting devices, material handling equipment, and elevated work platforms, be maintained according to the manufacturer's recommendations;
- ii. procedures are in place to eliminate hazards to employees under normal operating conditions;
- iii. third party annual inspections of all lifting devices, material handling equipment, and elevated work platforms are performed;
- iv. employee inspection procedures, with recording logs for all equipment, are established;
- v. a permanent record is kept of all inspections, tests, repairs, modifications, and maintenance performed on it;
- vi. operating procedures are established for all pieces of equipment; and
- vii. appropriate lifting device warning signs are provided.

3.2 The Principal/Supervisor shall ensure that:

- i. employees have been trained on the proper operating procedures for each piece of equipment;
- ii. pre-use inspections are performed for each piece of equipment;
- iii. routine maintenance, as prescribed in the operating instructions, is performed;
- iv. all equipment that is damaged or has sustained suspected damage is tagged out; and
- v. damaged equipment is reported to the Supervisor of Facilities Services, as soon as possible.

3.3 An Employee shall:

- i. be properly trained and have a working knowledge of the equipment that they have been assigned to work on/with;
- ii. read and understand the operating instructions as printed in the equipment manuals prior to commencing any work;
- iii. conduct the pre-work inspection prior to operation;
- iv. ensure all safety features are functional prior to the operation of any equipment;
- v. ensure appropriate personal protection equipment is worn;
- vi. ensure the operator's manual for an elevating work platform is kept with the machine at all times;
- vii. ensure a spotter is present when operating material handling equipment and elevated work platforms;
- viii. ensure the load rating for the equipment is not exceeded;
- ix. ensure all devices are properly blocked or locked out before any work is performed below the piece of equipment;
- x. ensure no material or object is lifted over other persons;
- xi. ensure no loaded equipment is left unattended;
- xii. ensure the equipment is not operational when left unattended;
- xiii. report to the site Supervisor and the Supervisor of Facilities Services, any damage, or suspected damage, of any equipment as soon as possible; and
- xiv. work with the equipment in a manner as prescribed in the Occupational Health and Safety Act and applicable Regulations.

4.0 REPORTING ACCIDENTS AND INCIDENTS

- 4.1 The Supervisor, worker member of the site's Joint Health and Safety Committee, Supervisor of Plant Services Department and the board's Occupational Health and Safety Officer are to be contacted immediately if there is an accident or incident involving the equipment.
- 4.2 The scene of the accident/incident is not to be disturbed, except to move people out of harms' way, remove the injured, or prevent further damage.