Domtar

LIFTING AND MATERIAL HANDLING PROCEDURE	**Procedure Number** SAF-1.11 **Issue Date** February 21, 2014
SAFETY	**Revision Date** August 6, 2025
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ISSUED BY:	**APPROVED BY:**
Environmental, Health & Safety (EH&S) Manager Coosa Pines Operations August 11, 2025 DATE	General Manager Coosa Pines Operations August 11, 2025 DATE
INTERPRETATION AND PERIODIC REVIEW OF THIS PROCEDURE IS THE RESPONSIBILITY OF:	**EH&S MANAGER**
DISTRIBUTION ALL MANAGERS ALL TEAM LEADERS ALL EMPLOYEES COOSA PORTAL COOSA CONTRACTOR WEBSITE	

1.0 PURPOSE

This procedure describes safe lifting and material handling procedures at the Coosa Pines operations.

2.0 SCOPE

This policy applies to all Coosa Pines employees, visitors, vendors and contractors unless specifically waived by the EH&S Manager (or designee) and General Manager.

3.0 RESPONSIBILITIES

3.1 Supervisors

3.1.1 Will ensure all employees have completed the Ergonomics computer-based training module annually and are provided necessary material handling equipment and personal protective equipment to safely accomplish any material handling activities.

3.1.2 Will evaluate tasks to be performed and ensure employees involved with the lift are capable to safely perform the lift.

3.2 Employees

3.2.1 Will complete the Ergonomics computer-based training module annually.

3.2.2 Will follow all safety rules and guidelines when performing material handling tasks.

3.2.3 Will self-evaluate their personal limitations prior to attempting to handle a load and will seek assistance in accordance with the requirements of this procedure or when the employee deems that assistance is needed to safely handle a load.

3.2.4 Will ensure safety boots are clean and in good condition with slip-resistant soles.

4.0 PROCEDURE

4.1 General

4.1.1 Employees shall be trained in, and shall use, safe lifting techniques.

4.1.2 The use of personal protective equipment shall be evaluated before material handling activities commence. Personal protective equipment shall be used when required for material handling activities. Impact-resistant gloves are required when lifting, positioning and transporting items greater than 50 pounds.

4.1.3 Material handling needs shall be evaluated in terms of weight, size, distance, and path of movement whenever heavy or bulky material is to be moved.

4.1.4 The following hierarchy shall be followed in selecting a means for material handling:

- Elimination of material handling needs by engineering.
- Movement by mechanical device. (e.g., lift truck, overhead crane, or conveyor)
- Movement by manual means with handling aid. (e.g., hand truck or cart)
- Utilize hand scale to verify the weight of an object to be lifted by hand.
- Utilize team lifting and safe lifting techniques for heavy items. (Over 50 pounds).
- Reduce the load, if possible, to less than 50 pounds prior to lifting. If the load cannot be reduced to less than 50 pounds, the load is not to be manually moved without assistance.

4.1.5 Equipment involved in material handling shall be inspected prior to use and at other intervals required by manufacturer's instructions or federal regulations.

- Inspections shall be documented and maintained by an employee's supervisor.

4.1.6 At all times, ensure that safety boots are clean and in good condition with slip-resistant soles.

4.1.7 When transporting materials, use an elevator when available to avoid climbing stairs with objects.

4.1.8 When an area is congested and a mechanical lifting aid cannot be used to make the lift, the item can be stowed out of the way, in the immediate area until the congestion clears. The need for follow-up efforts to retrieve the equipment left behind must be documented on the return-to-service form.

4.2 Manual Lifting Rules

4.2.1 Manual material handling involves a unique combination of body parts in motion. Listed below are some basic rules to follow when handling material.

4.2.2 Plan the lift.

- Evaluate the area to conduct the lift. Check for clearances, obstructions, and other hazards.
- Utilize hand scales to ensure an item's weight is less than 50 pounds (100 pounds for a team lift). If the item is over the 50 (or 100) pound weight limit, utilize a mechanical lifting aid to lift the item.

- Discuss your lift, path of travel, and how to set the item down when using a team lift.
- Determine what PPE may be needed.

4.2.3 Keep loads between the waist and shoulder area and close to the body when handling material.

4.2.4 Individuals performing lifting or lowering tasks must:

- Be accustomed to lifting and lowering.
- Be physically capable of lifting or lowering safely (i.e., no existing condition that could be aggravated by lowering or lifting tasks or that could prevent the individual from performing a lifting or lowering task safely).

4.2.5 Position the body in a manner where the material is conveniently within reach. Make sure handling equipment is available if needed.

4.2.6 A good grip must be achieved before attempting to lift any object. Test the weight (with a hand scale) before trying to move an object. Objects that are too bulky or over 50 pounds shall be lifted with the assistance of a lifting aid and/or someone to help. All lifts (even two or more person lifts) over 100 pounds total weight must use a mechanical lifting aid or be evaluated by the EH&S Department if mechanical lifting aid is infeasible.

4.2.7 Position the body as close to the load as possible. Place feet close to the load and stand in a stable position with feet pointing in the direction of the movement. Lift by straightening the legs. Lift with the legs, not the back.

4.2.8 Do not twist the back or bend sideways while in the lifting motion. First, lift the item and then turn in the desired direction. Do not lift or lower in an awkward manner.

4.2.9 Do not lift with the arms extended. Do not continue lifting when the load becomes too heavy.

4.2.10 Workers shall not handle an object that restricts their view without the assistance of another worker to help maneuver the object.

5.0 PERSONNEL SELECTION FOR MATERIAL HANDLING

Selecting persons who are unlikely to suffer an overexertion injury is a method to reduce the risk of musculoskeletal disorders in manual materials handling. Consideration must be given to personal characteristics such as the size and physical condition of the person(s) being assigned the lifting or lowering task(s).

6.0 MANUAL LIFTING TECHNIQUES

6.1 Hold Load Close to the Body

6.1.1 The worker should keep the load close to the body while lifting and carrying objects.

6.1.2 The arms should be close to the body and remain straight whenever possible.

6.1.3 The arms should stay in the same position when carrying an object.

6.1.4 Any assistance given by the body to support the weight of an object will lessen the tension in the muscles. Carrying an object with the arms lowered assures that the weight of the object will rest against the body.

6.2 Grip the Load Correctly

6.2.1 Surfaces should be clean before grasping them.

6.2.2 Use suitable, properly fitted gloves.

6.2.3 A full-palm grip reduces local muscle stress in the arms and decreases the possibility that a load will slip.

6.3 Additional Techniques

6.3.1 Do not jerk loads when lifting as this multiplies the stress to the lower back. Always use smooth and fluid movements while lifting.

6.3.2 Tighten stomach muscles before a lift to aid in supporting the back.

6.3.3 Consider the distance to be traveled and the length of time the grip will have to be maintained before lifting the load to be carried.

6.3.4 To place an object on a bench or table, the object should be placed on the edge and then pushed far enough onto the support so that it will not fall. The object should be moved in place by pushing with the hands and body from in front of the object. This prevents pinched fingers.

6.3.5 Objects placed on a bench or other support must be securely positioned so that they will not fall, tip over, or roll off. Heavy objects are to be stored at approximately waist height.

6.3.6 Lifting an object above shoulder height should only be done if all other possible methods have been exhausted. To raise an object above shoulder height, workers should lift it to waist height, rest the edge of the object on a ledge, stand, or hip, and shift hand positions, so the object can be boosted after the knees are bent. The knees should be straightened as the object is lifted or shifted to the shoulders.

6.3.7 Workers shall lift objects to the carrying position and turn the entire body, including the feet when changing directions. Workers shall avoid twisting the body.

6.3.8 Workers shall slide objects into tight places taking care to keep the hands in the clear to avoid pinched fingers. When sliding objects into tight places, impact-resistant gloves must be worn.

7.0 LIFTING AND CARRYING IN TEAMS

7.1.1 Workers should adjust loads so that they ride level and each person carries an equal part of the load when two or more people are lifting and carrying an object.

7.1.2 Supervisors shall ensure that proper tools are provided for and used by teams carrying heavy loads. This includes shoulder pads when carrying long objects on the shoulders.

7.1.3 The key to safe lifting and carrying by teams is to conduct movement in unison. This can be accomplished by discussing the lift prior to picking up any items and by directing movement through commands such as “lift”, “walk”, and “set down”.

8.0 MAINTENANCE TOOL POUCHES/BUCKETS (FOR SAMPLES)

8.1 Tool pouches (or buckets) should be weight-limited to less than twenty-five (25) pounds.

8.2 Carry only the tools necessary for the task at hand.

8.3 Store tool pouches at an elevated level such as a table, a shelf or a bench to prevent stooping and twisting movements.

8.4 Use tool buggies or carts, when possible, to transport tools.

8.5 Set the tool pouch in the buggy or cart; do not swing the tool pouch into position.

8.6 If a cart has sides that can be lowered, lower the sides rather than lifting materials up and over the sides.

8.7 When possible, store tools in a mobile toolbox to prevent some of the unnecessary handling of them.

8.8 Avoid any unnecessary bending, stooping or twisting while carrying any object.

8.9 A tool pouch should never be used while climbing a ladder.

8.10 There is no “safe” weight that will always prevent a strain from occurring; body movements made while handling any object will increase or decrease the chance that an injury will occur.

8.11 Maintain a solid 2-points of contact when using stairs for any purpose.

9.0 ATTACHMENTS

9.1 Record of Revisions

ATTACHMENT 1
RECORD OF REVISIONS

Section	Revision Number	Effective Date	Description Of Changes
		02/24/14	New document.
All	1	11/30/16	New management signatures.
3.0, 4.0, 8.0	2	8/15/17	To be in compliance with Corporate mandate (IR-2017-25).
All	3	10/31/22	General review and update of management signatures.
All	4	8/6/2025	Periodic review, changed logo, changed Safety Manager to EH&S Manager, specified required use of impact-resistant gloves, implemented utilization of hand scales to measure item's weight, added ability to temporarily leave heavy items at the job site when mechanical lifting devices cannot reach the area due to congestion.