



Manual Material Handling Procedure

Viking Reinforcing Ltd. – Construction Site Operational Procedure
Safe Manual Handling of Reinforcing Steel and Materials
Applicable to All Viking Reinforcing Field Operations – British Columbia

Document Control

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Activity	Manual Material Handling
Applicable Standard	ISO 45001:2018 Clause 8.1 – Operational Control
Jurisdiction	WorkSafeBC Occupational Health & Safety Regulation
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1. Purpose

This procedure establishes safety requirements for manually lifting, carrying, and positioning reinforcing steel and related materials on construction sites. The objective is to reduce injuries related to strains, sprains, and musculoskeletal disorders.

2. Scope

This procedure applies to all Viking Reinforcing employees performing manual handling of reinforcing steel bars, mesh, chairs, tools, and materials during construction site operations.

3. Roles and Responsibilities

VP Production – Chad Cowan

- Ensures adequate resources and equipment are available to reduce manual handling risks.

Chief Safety Officer – Dan Ansell

- Provides guidance on ergonomic safety and lifting practices.

Foreman – Danny L'Heureux

- Ensures crews follow proper lifting procedures.



SOP-SITE-04 – Manual Material Handling Procedure

Crew Members

- Use proper lifting techniques and request assistance when required.

4. Required Personal Protective Equipment

Workers performing manual material handling must wear:

- Hard hat
- Safety glasses
- Cut-resistant gloves
- High visibility clothing
- CSA-approved safety boots

5. Hazards Associated with Manual Handling

Common hazards include:

- Back strain injuries
- Muscle sprains
- Hand injuries from sharp steel edges
- Dropped materials
- Slips or trips while carrying loads

6. Safe Lifting Guidelines

Workers must follow these lifting practices:

1. Assess the weight and size of the load before lifting.
2. Plan the lifting path and remove obstacles.
3. Bend at the knees and keep the back straight.
4. Lift using leg muscles rather than the back.
5. Keep loads close to the body.
6. Avoid twisting while carrying loads.

7. Team Lifting

When loads are too heavy or awkward for a single worker, team lifting must be used. Workers must coordinate movements and communicate clearly during lifting.

8. Use of Mechanical Aids

Where possible, mechanical equipment such as forklifts, telehandlers, or hoists should be used to reduce manual handling risks.



SOP-SITE-04 – Manual Material Handling Procedure

9. Prohibited Practices

The following practices are prohibited:

- Lifting loads beyond personal capability
- Twisting while lifting
- Carrying loads that block visibility
- Ignoring mechanical lifting options

10. Emergency Procedures

If a worker experiences injury during lifting:

1. Stop work immediately.
2. Notify the supervisor.
3. Provide first aid if required.
4. Report the incident using FORM-OHS-02 – Incident Report Form.

11. Records and Documentation

FORM-OHS-02 – Incident Report Form

FORM-OHS-06 – Hazard Assessment Form

LOG-OHS-04 – Safety Meeting Log

REGISTER-OHS-02 – Corrective Action Register

12. Continuous Improvement

Manual handling incidents and near misses will be reviewed during safety meetings to improve lifting practices and prevent injuries.