



CITY POLICY & PROCEDURE

SECTION: HUMAN RESOURCES

NO: HR – HS - 27

REFERENCE: HEALTH AND SAFETY

Date: Dec 5, 2017

**Next Review Date:
Dec 5, 2019**

TITLE: MATERIAL HANDLING

1.0 POLICY

- 1.1 It is policy to ensure and require that material, articles or things required to be lifted, carried, transported, moved, stored or conveyed by a machine, prime mover or transmission equipment, shall be performed in a way and manner and with appropriate precautions and safeguards so as not to endanger the safety of any worker.

Under such conditions the applicable requirements of sections 45, 46, 47 and 48 of Ont. Reg. 851 - Industrial Establishments, made under the Occupational Health and Safety Act shall be met or exceeded.

This standard and its requirements are developed to reduce the risk and potential of personal injury and equipment damage and to ensure compliance with statutory and regulatory requirements.

Trained employees receive knowledge in the proper methods and precautions to lift, move, carry, support, store, and remove materials either manually or with a material-handling device

2.0 RESPONSIBILITY

- 2.1 Workers assigned the authority and required to carry out the safety requirements of this standard have the responsibility for its correct application and will be held accountable for that correct application.
- 2.2 Managers and Supervisors will ensure all employees are familiar with this policy and procedure and that it is adhered to.

3.0 PROCEDURE

- 3.1 Materials, articles or things shall be transported, placed or stored so as not to tip, collapse or fall and may be removed in a manner that will not endanger the safety of any worker.
- 3.2 Machinery, equipment, material, articles or things to be transported, moved, stored or conveyed that may tip or fall shall be secured so as not to endanger the safety of any worker.
- 3.3 Cylindrical objects stored on their side shall be blocked, wedged or secured to prevent motion that may endanger a worker.
- 3.4 A machine, prime mover or transmission equipment used to transport, move or convey material, articles or things shall not be left unattended unless it is immobilized and secured against accidental movement.
- 3.5 The requirements of section 60 of Regulation 851 apply where a machine, prime mover, transmission equipment or a lifting device is operated near a live power line of more than 750 Volts (i.e., minimum distance from live power lines). See appendix A.
- 3.6 Where the operator of material handling equipment does not have a full view of the intended path, the requirements of section 56 of Regulation 851 apply (i.e., signaller or flag-man).

4.0 TRAINING

- 4.1 Workers required to apply these safety requirements shall receive training. All training will be documented.

5.0 COMPLIANCE AND VIOLATIONS

- 5.1 Users found to be acting in contravention to this policy and procedure shall be dealt with in accordance with the City's Code of Conduct Policy (HR - CO - 01) and (HR - DI - 01) Discipline Policy.

Appendix "A" Operating Near Power Lines February 1, 2017

History			
Approval Date:	September 19, 2011	Approved by:	By-law 3919-2011
Review/Amendment Date:	Dec 19, 2017	Approved by:	CAO
Review/Amendment Date:		Approved by:	

This procedure is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

APPENDIX "A"

OPERATING NEAR POWER LINES

If you work with dump trucks, boom trucks, ladder trucks, bucket trucks, cranes, augers, excavators, backhoes, scaffolds, ladders or other equipment with a long reach, chances are you're working dangerously close to overhead or underground power lines.

The danger zone isn't just the power line itself: it's also the surrounding air space (measured in metres) which insulates the line. Operating equipment too close to a power line and in this air space is risky.

Your equipment can attract electricity without even touching the wire itself. Electricity can arc or "jump" through the insulating space between a wire and a conducting object like a truck or a ladder. The higher the voltage, the more likely it is for an arc to occur. Keeping a safe distance away saves lives.

Before you start work:

- (a) Be sure you and your co-workers know where all the power lines are, above and below the ground. Consider them energized and dangerous. Keep at least 3 metres away from all power lines (or more depending on voltage).
- (b) Where necessary, arrange to have power lines insulated, de-energized or moved. For Hydro One Networks overhead power lines, contact our Customer Communications Centre at 1-888-664-9376.
- (c) Call for a cable-locate before you dig, to avoid contacting underground power lines. Call "Ontario 1 Call" at 1-800-400-2255 for cables greater than 50,000 volts; or our Customer Communications Centre at 1-888-664-9376 for cables less than 50,000 volts.

Know your safe limits:

750 to 150,000 volts - 3 metres

150,001 to 250,000 volts - 4.5 metres

250,001+ volts - 6 metres

- (a) Even power lines carrying less than 750 volts can kill. Avoid touching them or coming too close.
- (b) Avoid storing material or equipment under power lines. If it must be stored there, hang warning signs to prevent other workers from using hoisting-equipment to move or lift it.
- (c) Before moving ladders, rolling scaffolds or elevating work platforms, always check for overhead lines.

Get a signaller:

You must have a signaller who can warn you when any part of the equipment or load approaches the danger zone – the minimum allowable distance from the power line. The signaller should stand at least 10 metres away from the vehicle in case an electrical contact occurs.

What to do if you contact a line:

- (a) **STAY WHERE YOU ARE!!** Another wrong move may result in a serious injury or fatality.
- (b) The equipment and you may now be at the same electrical potential as the power line, and there may be a current flowing through to the ground. Don't touch anything outside the equipment. You might create another path to the ground for the electrical current.
- (c) Warn others to stay at least 10 metres away.
- (d) Have someone call Hydro One Networks or the local utility to get help. Also call 911 or the emergency responders in your area.

IF YOU MUST GET OUT:

Only as a last resort, if you must get off the equipment due to fire or other hazards, you must do so without touching the equipment and the ground at the same time.

- (a) Jump about 45 cm to 60 cm away from the equipment, landing with feet together, and arms close to your body.
- (b) Keep your feet together (touching) and shuffle at least 10 metres away. Your heels should never pass your toes.

Rescue:

When a power line has fallen, always consider it to be energized.

- (a) Stay back at least 10 metres.
- (b) Call Hydro One Networks or the local utility to get help. Also call 911 or the emergency responders in your area.
- (c) Rescue can only be attempted safely by a person trained to use special live-line tools. Never attempt a rescue if you are untrained

Information provided by Hydro One. 1-888-664-9376 (Feb 2017)

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