

# Manual Materials Handling (MMH)

## MMH - Work Space Layout

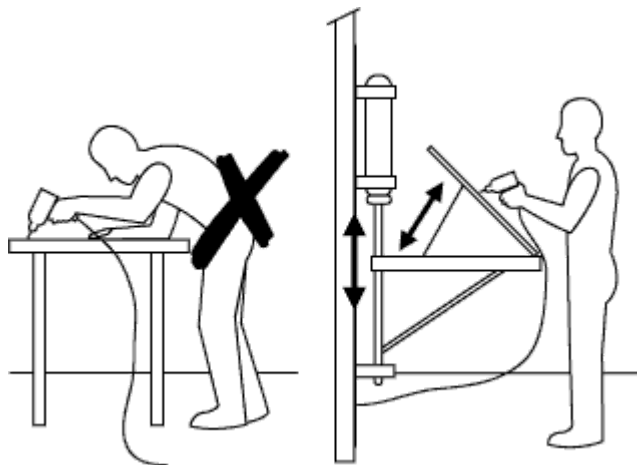
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[What are some important elements of a workplace layout?](#)

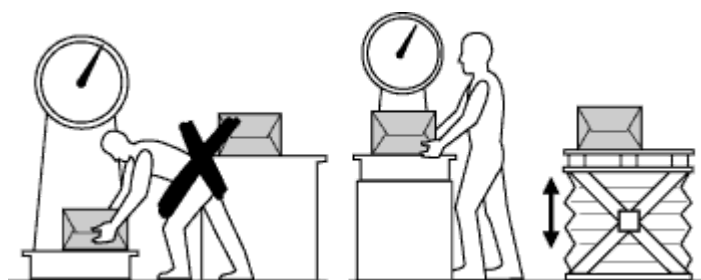
### What are some important elements of a workplace layout?

The layout or organization of the work area, which allows materials to be handled without excessive bending, twisting and stretching, reduces injuries. Please see the other OSH Answers in this series on [manual material handling](#) for more information.

- Have commonly used materials at the work level.
- Use adjustable elements at the workplace, such as desks, platforms, and work benches.

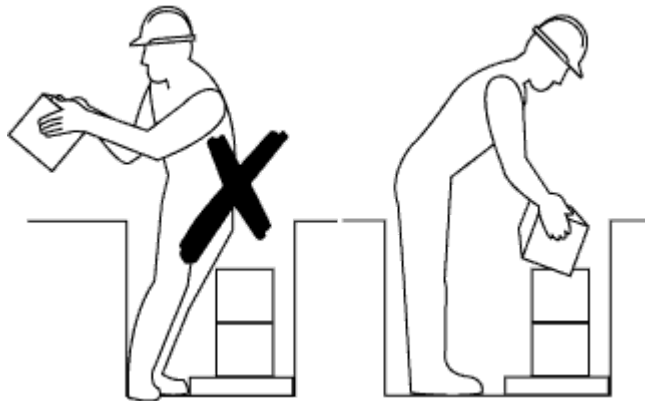


Workbench with adjustable height and tilt improves working position.

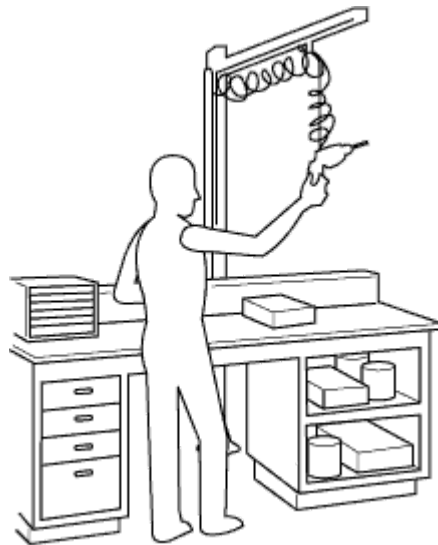


The self-adjusting platform automatically matches the worker's height.

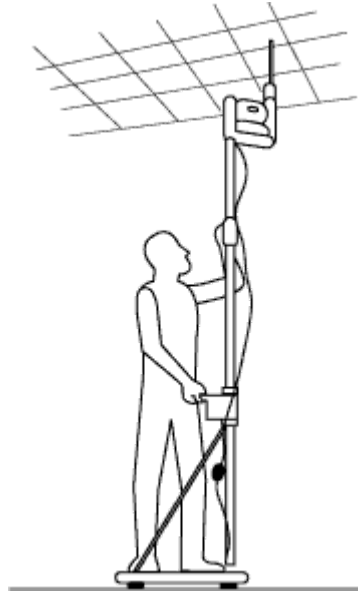
- Make sure that there is enough room to turn around to prevent twisting, bumping into or tripping over items.



- Use adjustable supports or suspenders to operate heavy tools.

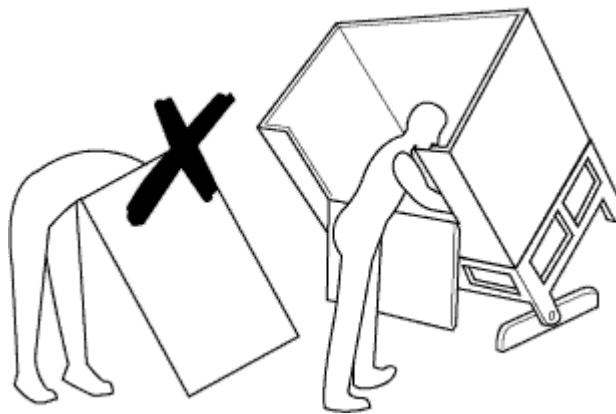


Tool suspender reduces muscular effort and compression on the back.



Tool support eliminates over-stretching and overreaching.

- Use bins that allow easy access.



Lift-and-tilt device and side opening on bin reduces bending.

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Fact sheet last revised: 2025-02-18

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