

Manual Material Handling Checklist

"NO" response indicates potential problem area that should receive further investigation.

1. Are the weights of loads to be lifted judged acceptable by the workforce?	YES	NO	NA
2. Are materials moved over minimum distances?	YES	NO	NA
3. Is the distance between the object load and the body minimized?	YES	NO	NA
4. Are walking surfaces:			
• Level?	YES	NO	NA
• Wide enough?	YES	NO	NA
• Clean and dry?	YES	NO	NA
5. Are objects:			
• Easy to grasp?	YES	NO	NA
• Stable?	YES	NO	NA
• Able to be held without slipping?	YES	NO	NA
6. Are there handholds on objects?	YES	NO	NA
7. When required, do gloves fit properly?	YES	NO	NA
8. Is the proper footwear worn?	YES	NO	NA
9. Is there enough room to maneuver?	YES	NO	NA
10. Are mechanical handling aids (powered or manual) used whenever possible?	YES	NO	NA
11. Are working surfaces adjustable to the best handling heights?	YES	NO	NA
12. Does material handling avoid:			
• Movements below knuckle height and above shoulder height?	YES	NO	NA
• Static muscle loading?	YES	NO	NA
• Sudden movements during handling?	YES	NO	NA
• Twisting at the waist?	YES	NO	NA
• Extended reaching?	YES	NO	NA
13. Is help available for heavy or awkward lifts?	YES	NO	NA
14. Are high rates of repetition avoided by:			
• Job rotation?	YES	NO	NA
• Self-pacing?	YES	NO	NA
• Sufficient pauses?	YES	NO	NA
15. Are pushing or pulling forces reduced or eliminated?	YES	NO	NA
16. Does the employee have an unobstructed view of handling the task?	YES	NO	NA
17. Is there a preventive maintenance program for equipment?	YES	NO	NA
18. Are workers trained in correct handling and lifting procedures?	YES	NO	NA

OVER TO ADD COMMENTS

COMMENTS