|  |
| --- |
| **Manual Material Handling Checklist** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Company:** | Click or tap here to enter text. | **Workstation Name:** | Click or tap here to enter text. |
| **Prepared by:** | Click or tap here to enter text. | **Department:** | Click or tap here to enter text. |
| **Date:** | Click or tap to enter a date. | **Document Number:** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **“NO” answer indicates need for additional investigation.** | |
| * Weights of loads to be lifted judged acceptable by the workforce. | Select YES or NO. |
| * Materials moved over minimum distances. | Select YES or NO. |
| * + - * Distance between the object load and the body minimized. | Select YES or NO. |
| * Walking surfaces: * Level * Wide enough * Clean and dry | Select YES or NO. |
| * Objects: * Easy to grasp * Stable * Able to be held without slipping | Select YES or NO. |
| * + - * Handholds on these objects. | Select YES or NO. |
| * + - * When required, gloves fit properly. | Select YES or NO. |
| * + - * Proper footwear worn. | Select YES or NO. |
| * + - * Enough room to maneuver. | Select YES or NO. |
| * + - * Mechanical aids used whenever possible. | Select YES or NO. |
| * + - * Working surfaces adjustable to the best handling heights. | Select YES or NO. |
| * + - * Material handling avoids: * Movements below knuckle height and above shoulder height * Static muscle loading * Sudden movements during handling * Twisting at the waist * Extended reaching | Select YES or NO. |
| * + - * Help available for heavy or awkward lifts. | Select YES or NO. |
| * + - * High rates of repetition avoided by: * Job rotation * Self-pacing * Sufficient pauses | Select YES or NO. |
| * Pushing or pulling forces reduced or eliminated. | Select YES or NO. |
| * Employee has an unobstructed view of handling the task. | Select YES or NO. |
| * Preventive maintenance program for manual handling equipment. | Select YES or NO. |
| * Workers trained in correct handling and lifting procedures. | Select YES or NO. |