

Manual Material Handling Inspection Checklist

Department:

Date:

Inspector:

Location:

Job Design	Yes	No	N/A	Comments / Date Corrected
1. When possible, jobs are designed to minimize manual material handling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. When possible, mechanical lifting devices (forklifts, hoists, cranes, and block and tackle) are used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Manual lifting and carrying devices (dollies, hand trucks, pry bars, and hooks) are available and in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Where possible, materials and equipment are used that are easy to lift and carry (for example, bricks with handholds or fiberglass ladders).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Where possible, materials and equipment are used that are easy to lift and carry (for example, bricks with handholds or fiberglass ladders).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Where possible, materials are ordered in small, light quantities (for example, 3-foot drywall or small packages of cement).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Lifting tasks are divided among workers to reduce repetitive lifting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Heavy materials which must be lifted manually are stored off the ground, no lower than knee height. (This limits the height of the lifting required, and reduces pressure on the spine.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Heavy materials are stored where there is enough space to lift them safely, without reaching or twisting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. When possible, jobs are designed to minimize manual material handling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Training	Yes	No	N/A	Comments / Date Corrected
11. Workers have been trained about all identified lifting hazards on the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Workers have been trained in safe lifting techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work Practices	Yes	No	N/A	Comments / Date Corrected
13. Materials are delivered as close as possible to where they will be used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Loads are split up to reduce weight.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Walkways are kept clear to allow use of material handling devices like carts and dollies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Mechanical devices or team lifting techniques are used for heavy loads whenever possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Before lifting and carrying heavy objects, workers plan the task, including resting points if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

18. Workers use the correct grip, test the load before lifting and lift and hold the load close to the body.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Loads are lifted and lowered gradually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Mechanical devices or team lifting techniques are used for heavy loads whenever possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Workers are encouraged to “warm up” at the start of each shift, and to take regular stretch breaks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Supervisor Signature:

Date:

