

Material Handling – Safety Checklist!

This checklist is to be completed at least weekly. Any “no”, must be explained at the bottom.

#	ITEM:	YES?	NO?
1.	Has excessive weight lifting been reduced?		
2.	Are materials moved over minimum distances?		
3.	Is the distance between the object and body minimized?		
4.	Are walking surfaces:		
	Level?		
	Wide enough?		
	Clean and dry?		
	Well lit?		
5.	Are objects:		
	Easy to grasp?		
	Stable?		
	Able to be held without slipping?		
	Are there handholds on these objects?		
7.	When required, do gloves fit properly?		
8.	Is the proper footwear worn?		
9.	Is there enough room to maneuver?		
10.	Are mechanical aids easily available and used whenever possible?		
11.	Are working surfaces adjustable to the best handling heights?		
12.	Does material handling avoid movement below knuckle & above shoulder height?		
13.	Is help available for heavy or awkward lifts?		
14.	Are high rates of repetition avoided by:		
	Job rotation?		
	Self pacing?		
	Sufficient rest pauses?		
15.	Are pushing and pulling forces reduced or eliminated?		
16.) Does the employee have an unobstructed view of the handling task?		
17.	Is there a preventative maintenance program for equipment?		
18.	Are workers trained in correct handling and lifting procedures?		
Comments:			
Recommendations:			