

| Department: | | | | | | |
|---|---|---|-----|-------------------|---------------------------------|---------------|
| Location: | | | | | | |
| Inspector: | | | | | | |
| Date: | | | | | | |
| INSPECTION ITEMS | Y | N | N/A | Corrective Action | Corrected at time of inspection | Date Complete |
| Job Design | | | | | | |
| 1. When possible, jobs are designed to minimize manual material handling. | | | | | <input type="checkbox"/> | |
| 2. When possible, mechanical lifting devices (forklifts, hoists, cranes, and block and tackle) are used. | | | | | <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"/> | |
| 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"/> | |
| 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"/> | |
| 6. Where possible, materials are ordered in small, light quantities (for example, 3-foot drywall or small packages of cement). | | | | | <input type="checkbox"/> | |
| 7. Lifting tasks are divided among workers to reduce repetitive lifting. | | | | | <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"/> | |
| 9. Heavy materials are stored where there is enough space to lift them safely, without reaching or twisting. | | | | | <input type="checkbox"/> | |
| 10. When possible, jobs are designed to minimize manual material handling. | | | | | <input type="checkbox"/> | |
| Training | | | | | | |
| 11. Workers have been trained about all identified lifting hazards on the job | | | | | <input type="checkbox"/> | |
| 12. Workers have been trained in safe lifting techniques | | | | | <input type="checkbox"/> | |
| Work Practices | | | | | | |
| 13. Materials are delivered as close as possible to where they will be used. | | | | | <input type="checkbox"/> | |
| 14. Loads are split up to reduce weight. | | | | | <input type="checkbox"/> | |
| 15. Walkways are kept clear to allow use of material handling devices like carts and dollies. | | | | | <input type="checkbox"/> | |

Manual Material Handling Inspection Checklist

Charles D. Reese



Manual Material Handling Inspection Checklist:

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