

# Manual Material Handling Inspection Checklist

Department: _____						
Location: _____						
Inspected by: _____						
Date: _____						
Inspection Item	Y	N	NA	Comments/Action	Inspected or Reviewed	Date Complete
<b>Job Design</b>						
1. Where possible, jobs are designed to minimize manual material handling.					<input type="checkbox"/>	
2. Where possible, mechanical lifting devices (hoists, belts, cranes, and blocks and tackles) are used.					<input type="checkbox"/>	
3. Manual lifting and carrying devices (caddies, hand trucks, pig 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 manually (for example, boxes with handholds or fiberglass bottles).					<input type="checkbox"/>	
5. Where possible, materials and equipment are used that are easy to lift manually (for example, boxes with handholds or fiberglass bottles).					<input type="checkbox"/>	
6. Where possible, materials are broken to small, light quantities (for example, 3-ban 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, (the sum of the height of the lifting required, and reduction procedure in 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. Where possible, jobs are designed to minimize manual material handling.					<input type="checkbox"/>	
<b>Training</b>						
11. Workers have been trained about all recognized lifting hazards on the job.					<input type="checkbox"/>	
12. Workers have been trained in safe lifting techniques.					<input type="checkbox"/>	
<b>Work Practices</b>						
13. Materials are delivered as close as possible to where they will be used.					<input type="checkbox"/>	
14. Loads are kept up to rated weight.					<input type="checkbox"/>	
15. Packages are kept close to allow use of material handling devices like carts and dollies.					<input type="checkbox"/>	

# Manual Lifting Audit

**B Lingard**



## **Manual Lifting Audit:**

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