

# Materials Handling Checklist

(Lifting, Pushing, Pulling, Carrying, Holding, Accessing Storage Areas/Shelves)



This checklist is no *all-inclusive*. Employers should customize the checklist forms to the specific areas in their operations and specific federal and state regulatory standards as applicable.

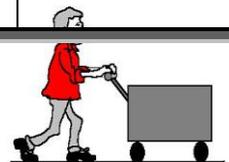
Before filling out the checklist, familiarize yourself with the tasks performed in the area or department that you are evaluating.

**‘No’ responses indicate potential problem areas that should be investigated further**

The Load	Y/N	ACTION TAKEN/ COMMENTS/POSSIBLE SOLUTIONS	DEADLINE or COMPLETED
1. When standing, is the weight of the object lifted less than 23 kg / 51 lbs?			
2. When seated, is the weight of the object handled less than 4.5 kg / 10 lbs?			
3. Is the object easy to handle and allows for neutral arm posture (does not obstruct vision, knees, etc)			
4. Handholds are good?			
5. Are contents stable/not likely to shift?			
6. There are no sharp edges or other potential safety hazards?			
The Task			
7. Are objects handled between mid-thigh and shoulder height?			
8. Are objects within arm's length allowing the employee to reach them without bending his/her back?			
9. Is the task performed in an open space, allowing employee to move his/her feet and arms freely?			
10. Does the employee move without twisting the trunk during the handling process?			
11. Movement of the load is easy, e.g., no excessive lifting or lowering distance, no prolonged holding of the load or long carrying or pushing/pulling distances?			
12. Is there little resistance to movement, e.g. minimal force needed to push or pull?			

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L. Enos, HumanFit, 2012. Please include source if reproduced



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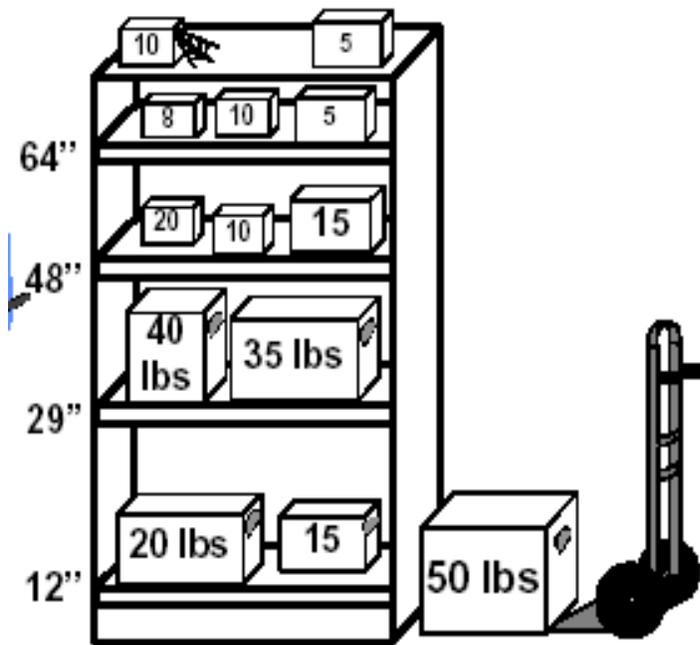
The Task	Y/N	ACTION TAKEN/ COMMENTS/POSSIBLE SOLUTIONS	DEADLINE or COMPLETED
13. There is no risk of sudden movement of load?			
14. Does the worker change body positions and movements (go from sitting to standing or walking) at least once an hour?			
15. The task is not repetitive (the task of lifting and lowering/ pushing/ pulling or carrying does not occur more than once every 5 minutes?)			
16. Does the worker use different muscle groups every hour?			
17. Mechanical aids are easily available and used?			
18. Are mechanical aids in good working condition?			
19. Are motorized vehicles and mechanized equipment including hoists inspected daily or before use?			
20. Is there a preventive maintenance program for equipment?			
21. Help is readily available for heavy or awkward lifts?			
<b>The Working Environment</b>			
20. Are working surfaces adjustable to the best handling heights?			
21. Are floor surfaces clean, non-slippery and even?			
22. Is the work area free of obstacles due to poor housekeeping or work layout?			
23. Is there a safe clearance for moving equipment through aisles and doorways?			
24. Are aisles permanently marked and kept clear to allow safe passage?			
25. Is work layout/area designed to enable good body posture when performing the task?			

The Working Environment	Y/N	ACTION TAKEN/ COMMENTS/POSSIBLE SOLUTIONS	DEADLINE or COMPLETED
26. Is temperature, humidity or air movement appropriate and at comfortable levels?			
27. Is lighting adequate?			
<b>Individual capacity</b>			
28. Does employee's clothing/footwear allow safe manual handling?			
29. Do employees wear gloves that fit properly?			
30. Is the worker trained to perform the task, including safe handling principles?			

Adapted from: Mital A, Nicholson A, Ayoub M, 2001; Workplace Health, Safety & Compensation Commission of New Brunswick; Kodak 2003

**Materials Storage Guidelines**

As a guideline place infrequently accessed items weighing less than 10lbs on shelves under 20" and over 60". A more detailed placement guide is shown below:



(Source: Chengalur, Rodgers & Bernard, 2003, NIOSH lifting equations, 1991)