Manual Material Handling Inspection Checklist

Please note: A NO answer indicates a hazard and should be fixed.

OBSERVATION	YES	NO	IF NO, PROVIDE DATE OF FIX
1. Is the load handled < 50 lbs.?			
2. Is the distance from the operator's toes to the middle knuckle of their hands < 10 inches?			
3. Can the operator lift and lower the object between mid-thigh and mid chest height?			
4. Does the operator lift the object without having to bend and twist at the waist?			
5. Is lifting frequency < 5 lifts/minute?			
6. Is lifting duration < 3 hours total/day?			
7. Is the object carried for < 1 minute?			
8. Is the object carried < 30 feet?			
9. Are there good handles or handholds on the object?			
10. Does the operator slide the object to the edge of the shelf or rack before lifting?			
11. Is the walking surface level, dry, and clear of any slip or trip hazards?			
12. Is lighting adequate to see the travel path clearly when carrying an object?			
13. Is help available for team lifts if the object is awkward or heavy?			
14. If a team lift is performed are the two operators about the same size and strength?			
15. During a team lift are the two operators communicating before the lift off (e.g., we're going to lift on 3,…ready…1, 2, 3)			

16. Additional hazards?

Adapted in part from Niosh Manual Material Handling Guidelines (2007), Checklist, Appendix b, pg. 52

Pushing/Pulling Inspection Checklist

Please note: A NO answer indicates a hazard and should be fixed.

OBSERVATION	YES	NO	IF NO, PROVIDE DATE OF FIX
1. Can the operator stand up straight when pushing?			
2. Is the operator pushing the cart rather than pulling?			
3. Is the operator using two hands to push the cart?			
4. Does the cart have good, stable handles that allow the operator to stand up straight when pushing?			
5. Are the cart handles located between mid-chest and waist height?			
6. If the cart is pushed on a ramp is the slope < 10 degree?			
7. Are the cart wheels large enough to reduce large forces when pushing the cart?			
8. Are the cart wheels free from damage (e.g., pitted, cracked, bad bearings)?			
9. If there are swivel casters do they move freely and not stick?			
10. Does the operator have footwear with sufficient traction to avoid slipping when pushing the cart?			
11. Is the cart load stable and secure?			
12. Is the cart easy to maneuver in tight spaces and around corners?			
13. Is the floor clear of debris, water, and any other obstacles that could impede the path of the cart?			
14. Are the cart wheels a good match to the surface where the cart is used (e.g., pneumatic tires for dirt, rocky surfaces; hard wheels for concrete surfaces)			
15. Is the walking surface level, dry, and clear of any slip or trip hazards?			
16. Can the operator clearly see the path of travel when pushing the cart?			
17. Does the operator have the correct cart for the object being transported?			
18. Is lighting adequate to see the travel path clearly when pushing the cart?			

Adapted in part from Niosh Manual Material Handling Guidelines (2007), Checklist, Appendix b, pg. 52

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