Manual Material Handling Checklist

Supervisors can use this checklist as a tool to identify problem jobs that could lead to ergonomic injuries.

This checklist from the National Institute for Occupational Safety and Health (NIOSH), is not designed to be a comprehensive risk assessment, but rather a tool to help supervisors quickly identify potential problem jobs.

Additional risk factors may exist that are not accounted for in this checklist. It is common practice to follow up checklist observations with more precise techniques to confirm problem risk factors.

“No” responses indicate potential problem areas that should be investigated further.

GENERAL	YES	NO	N/A	COMMENTS
Has all material handling equipment been inspected and the inspection documented?				
Is there sufficient room for pedestrians to walk around the equipment? Typically, 24-36 in/60-91 cm or more, depending on building codes and regulations.				
Are pedestrian walkways permanently marked and kept clear of materials and equipment?				
In areas of limited height, are clearance level signs posted?				

STORAGE	YES	NO	N/A	COMMENTS
Is the housekeeping in the area generally neat?				
Are floors, aisles and work areas free of slip/trip hazards or other obstructions?				
Are piles limited in height to maintain their stability and secured against sliding?				
Have all hazardous or toxic materials been handled, stored and transported in safe manner?				
Are all flammable materials stored in approved flammables warehouse or flammable cabinets?				
Have all compressed gas cylinders been transported and stored in upright position; properly secured; racked or chained?				
Are all tools, equipment and materials properly stored when not in use?				
Are waste containers provided and are they being used?				
GUARDING	**YES**	**NO**	**N/A**	**COMMENTS**
Are materials stored above ground level secured on the pallet by wrapping or strapping?				

Are all flammable materials stored in approved flammables warehouse or flammable cabinets?				
Are there de-railers or bumper blocks on railroad spur tracks to prevent moving stock from hitting fixed cars or other structures?				