Materials Handling Evaluation Checklist

In addition to this Checklist, use the Workplace Evaluation Coversheet found in Appendix B-2 to document the workplace specifics of this evaluation.

MATERLALS HANDLING

No responses indicate potential ergonomic problem areas and must be followed up with engineering or administrative control measures.

1. Are the weight of loads lifted judged acceptable by the workforce?  
   Yes  No  N/A

2. Are materials moved over minimum distances?  
   Yes  No  N/A

3. Is the distance between the carried load and the body minimized?  
   Yes  No  N/A

4. Are walking surfaces  
   level?  
   wide enough?  
   clean, dry and free of obstructions?  
   slip resistant?  
   Yes  No  N/A

5. Are floor surfaces padded when long-term standing is required?  
   Yes  No  N/A

6. Are objects to be lifted:  
   easy to grasp?  
   stable?  
   able to be held without slipping?  
   Yes  No  N/A

7. Are there handholds on the objects to be lifted?  
   Yes  No  N/A

8. When required, do gloves fit properly?  
   Yes  No  N/A

9. Is the proper footwear worn?  
   Yes  No  N/A

10. Is there sufficient room to maneuver?  
    Yes  No  N/A

11. Are mechanical aids used whenever possible?  
    Yes  No  N/A

12. Are working surfaces adjustable to optimal material handling heights?  
    Yes  No  N/A

13. Does material handling avoid:  
    movements below knee or above shoulder height  
    static muscle exertion?  
    sudden movements during handling?  
    twisting at the waist?  
    extended reach?  
    Yes  No  N/A

14. Are high rates of repetition avoided by  
    job rotation?  
    self-pacing?  
    sufficient pauses?  
    Yes  No  N/A
Materials Handling Evaluation Checklist

15. Are pushing or pulling forces reduced or eliminated? ☐ ☐ ☐

16. Does the employee have an obstructed view of handling the task? ☐ ☐ ☐

17. Is there a preventive maintenance program for equipment? ☐ ☐ ☐

18. Are workers trained in correct handling and lifting procedures? ☐ ☐ ☐

19. Are workers trained or certified, where necessary, in the proper use of equipment? ☐ ☐ ☐