

OCCUPATIONAL HEALTH & SAFETY MANUAL HANDLING CHECKLIST

AREAS INSPECTED: _____

INSPECTED BY: _____

DATE OF INSPECTION: _____

Indicate in the following manner:

✓ Acceptable ✗ Not Acceptable N/A Not Applicable

1. LIFTING, LOWERING, CARRYING, PUSHING & PULLING

1.1	Have manual jobs been assessed for risk of injury?	
1.2	Are employees trained in manual handling techniques?	
1.3	Are working conditions good (heat, light, noise, dust, etc.)?	
1.4	Is the floor flat/even, do obstacles/steps have to be negotiated when carrying/pushing/pulling?	
1.5	Do the jobs require much lifting? Are the loads heavy/awkward? (approx. weight)	
1.6	Are rest breaks provided in areas of heavy physical work?	
1.7	Is the lifting at high or low levels? (above chest, below thigh)	
1.8	Are twisting movements involved in lifting?	
1.9	Do loads have to be carried? (approx weight)	
1.10	Are loads pushed/pulled? (approx. weight)	
1.11	Is working space restricted?	
1.12	Can employees maintain a good posture when undertaking tasks? Are jobs rotated?	

2. STANDING TASKS

2.1	Have jobs been assessed for risk of injury?	
2.2	Are employees trained in manual handling techniques?	
2.3	Are working conditions good (heat, light, noise, dust, etc.)?	
2.4	Can the task be done sitting?	
2.5	Do the tasks require long periods of standing?	
2.6	Are materials, controls, handtools, etc. within easy reach?	
2.7	Are working heights adjustable?	

3. SITTING TASKS

3.1	Have jobs been assessed for risk of injury?	
3.2	Are employees trained in manual handling techniques?	
3.3	Are working conditions good (heat, light, noise, dust, etc.)?	
3.4	Are work chairs well designed/adjustable?	
3.5	Is there adequate kneeling room?	
3.6	Can the sitting and leg positions be varied?	
3.7	Are the bench/work heights adjustable?	
3.8	Are there foot supports where required?	
3.9	Are materials, controls, handtools, etc. within easy reach?	
3.10	Are arm supports provided where appropriate?	
3.11	Are visual distances (eye to work) correct?	
3.12	Are jobs rotated/rest breaks taken where tasks require high frequency?	
3.13	Can good postures be maintained by employees?	

