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| --- | --- |
| Date |  |
| Location |  |
| Completed by |  |

| OK = Satisfactory | AN = Action Needed | N/A = Not Applicable | | **OK** | **AN** | **N/A** |
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| 1 | There is safe clearance for materials handling equipment through aisles and doorways. |  |  |  |
| 2 | Aisles are permanently marked and kept clear to allow safe passage. |  |  |  |
| 3 | There is sufficient clearance maintained around materials for easy access and safe handling. |  |  |  |
| 4 | Hand trucks, pallet jacks, forklifts, and other equipment used for materials handling are maintained in safe operating condition. |  |  |  |
| 5 | Motorized vehicles and mechanized equipment are inspected daily or before each shift when they are used. |  |  |  |
| 6 | Motorized hand and hand/rider trucks are designed so that when the operator releases the grip on the device that controls the truck’s travel, the brakes are applied and power to the drive motor shuts off. |  |  |  |
| 7 | Truck engines are shut off, with the brakes set, and wheel chocks in place, before loading and unloading. |  |  |  |
| 8 | Trucks and trailers are secured from movement during loading and unloading operations. |  |  |  |
| 9 | Containers of combustible or flammable materials are always separated by dunnage (packing material) sufficient to provide stability when stacked and moved. |  |  |  |
| 10 | Dockboards (bridge plates) are used when loading and unloading operations are taking place between vehicles and docks. |  |  |  |
| 11 | The dockboards and loading ramps in use are capable of supporting the maximum intended load. |  |  |  |
| 12 | Chutes are equipped with sideboards of sufficient height that prevent the materials from being handled from falling off. |  |  |  |
| 13 | Chutes and gravity roller sections are firmly placed or secured to prevent displacement. |  |  |  |
| 14 | At the delivery end of rollers or chutes provisions are made to brake the movement of the handled materials. |  |  |  |
| 15 | Pallets are inspected before being loaded or moved. |  |  |  |
| 16 | Empty pallets are stacked and are not stored on end. |  |  |  |
| 17 | Materials are stacked in ways that prevent sliding or tipping. |  |  |  |
| 18 | Shelves are secured and constructed to withstand the maximum designated storage weight. |  |  |  |
| 19 | Shelves are secured to prevent tipping and falling. |  |  |  |
| 20 | Signs are posted to remind workers of stacking height limitations and clearance limits. |  |  |  |
| 21 | Load limits are posted on industrial rack beams. |  |  |  |
| 22 | Materials do not block access to emergency exits, fire extinguishers, fire alarms, fire hoses, or electrical panel boxes. |  |  |  |
| 23 | Stacked materials and storage areas do not create a hazard for workers. |  |  |  |
| 24 | Damaged rack members are repaired or replaced promptly. |  |  |  |
| 25 | Storage areas are kept tidy and have no hazards that could lead to tripping, fire, explosion, or pest infestations. |  |  |  |
| 26 | Combustible materials are stored in areas that prohibit smoking, open flames, and spark-producing tools. |  |  |  |
| 27 | Hoisting equipment is available and used for lifting heavy objects. |  |  |  |
| 28 | Only trained and authorized personnel are allowed to operate forklifts. |  |  |  |
| 29 | Workers are trained on proper manual lifting techniques to prevent injury. |  |  |  |
| 30 | Workers wear appropriate PPE for all material handling work tasks. |  |  |  |

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| Action Needed Items and Additional Notes: |
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