

# MATERIALS HANDLING CHECKLIST

Date	
Location	
Completed by	

OK = Satisfactory | AN = Action Needed | N/A = Not Applicable

		OK	AN	N/A
1	There is safe clearance for materials handling equipment through aisles and doorways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Aisles are permanently marked and kept clear to allow safe passage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	There is sufficient clearance maintained around materials for easy access and safe handling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Hand trucks, pallet jacks, forklifts, and other equipment used for materials handling are maintained in safe operating condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Motorized vehicles and mechanized equipment are inspected daily or before each shift when they are used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Truck engines are shut off, with the brakes set, and wheel chocks in place, before loading and unloading.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Trucks and trailers are secured from movement during loading and unloading operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Containers of combustible or flammable materials are always separated by dunnage (packing material) sufficient to provide stability when stacked and moved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Dockboards (bridge plates) are used when loading and unloading operations are taking place between vehicles and docks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	The dockboards and loading ramps in use are capable of supporting the maximum intended load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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12	Chutes are equipped with sideboards of sufficient height that prevent the materials from being handled from falling off.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Chutes and gravity roller sections are firmly placed or secured to prevent displacement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	At the delivery end of rollers or chutes provisions are made to brake the movement of the handled materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Pallets are inspected before being loaded or moved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Empty pallets are stacked and are not stored on end.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Materials are stacked in ways that prevent sliding or tipping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Shelves are secured and constructed to withstand the maximum designated storage weight.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Shelves are secured to prevent tipping and falling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Signs are posted to remind workers of stacking height limitations and clearance limits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Load limits are posted on industrial rack beams.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Materials do not block access to emergency exits, fire extinguishers, fire alarms, fire hoses, or electrical panel boxes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Stacked materials and storage areas do not create a hazard for workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Damaged rack members are repaired or replaced promptly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Storage areas are kept tidy and have no hazards that could lead to tripping, fire, explosion, or pest infestations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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26	Combustible materials are stored in areas that prohibit smoking, open flames, and spark-producing tools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	Hoisting equipment is available and used for lifting heavy objects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	Only trained and authorized personnel are allowed to operate forklifts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Workers are trained on proper manual lifting techniques to prevent injury.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Workers wear appropriate PPE for all material handling work tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Action Needed Items and Additional Notes:

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