

Manual Materials Handling Ergonomics Checklist

Manual materials handling means moving or handling objects by lifting, lowering, carrying, pushing, or pulling. If this is something you do in your job, use this checklist to identify and address ergonomic risk factors.

If you answer **No** to any of these questions, refer to the corresponding recommendations. If you are unable to implement the recommendations or the recommendations do not help, please contact Ergonomics for assistance.

Checklist Questions		Yes	No	Recommendations
Setup	Can you eliminate handling the load?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Use a mechanical aid (cart, dolly, lift table) • Ask for help
	Can a mechanical aid be used?	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the load moving over the shortest distance possible?	<input type="checkbox"/>	<input type="checkbox"/>	
	Do you feel able and ready to handle the load?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Raise or lower surface • Talk to your supervisor
	Is the work surface near your elbow height?	<input type="checkbox"/>	<input type="checkbox"/>	
	Is help available to assist with the load, if needed?	<input type="checkbox"/>	<input type="checkbox"/>	
	Can you take breaks when needed?	<input type="checkbox"/>	<input type="checkbox"/>	
Load	Is load < 30lbs or feel acceptable to you?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Split into smaller/lighter loads
	Are there good handles/areas to grip?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Ask for help • Place in container with handles • Strap down/stabilize load
	Is load large, bulky, or awkward-shaped?	<input type="checkbox"/>	<input type="checkbox"/>	
	Is load stable and not slippery?	<input type="checkbox"/>	<input type="checkbox"/>	
Environment	Is your view unobstructed when handling the load?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Ask for help
	Is the origin, path, and destination:	Yes	No	<ul style="list-style-type: none"> • Plan out path • Clean and clear path • Use a mechanical aid • Ask for help
	Clean, dry, and clear of obstacles?	<input type="checkbox"/>	<input type="checkbox"/>	
	Level and even?	<input type="checkbox"/>	<input type="checkbox"/>	
Material Handling	During the material handling task:	Yes	No	<ul style="list-style-type: none"> • Use a mechanical aid • Raise or lower surface • Stay steady and in control • Keep elbows at your side • Keep wrists neutral (like handshake) • Turn nose and toes towards direction of interest • Bend at knees and hips
	Is the load between mid-thigh and shoulder height?	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the load handled for a brief period?	<input type="checkbox"/>	<input type="checkbox"/>	
	Can you avoid sudden movements?	<input type="checkbox"/>	<input type="checkbox"/>	
	Can you avoid bending and twisting at the back?	<input type="checkbox"/>	<input type="checkbox"/>	
	Can the load be handled close to your body?	<input type="checkbox"/>	<input type="checkbox"/>	

