

Department:

Location:

Inspector:

Date:

INSPECTION ITEMS	Y	N	N/A	Corrective Action	Corrected at time of inspection	Date Complete
<b>Job Design</b>						
1. When possible, jobs are designed to minimize manual material handling.					<input type="checkbox"/>	
2. When possible, mechanical lifting devices (forklifts, hoists, cranes, and block and tackle) are used.					<input type="checkbox"/>	
3. Manual lifting and carrying devices (dollies, hand trucks, pry bars, and hooks) are available and in good condition.					<input type="checkbox"/>	
4. Where possible, materials and equipment are used that are easy to lift and carry (for example, bricks with handholds or fiberglass ladders).					<input type="checkbox"/>	
5. Where possible, materials and equipment are used that are easy to lift and carry (for example, bricks with handholds or fiberglass ladders).					<input type="checkbox"/>	
6. Where possible, materials are ordered in small, light quantities (for example, 3-foot drywall or small packages of cement).					<input type="checkbox"/>	
7. Lifting tasks are divided among workers to reduce repetitive lifting.					<input type="checkbox"/>	
8. Heavy materials which must be lifted manually are stored off the ground, no lower than knee height. (This limits the height of the lifting required, and reduces pressure on the spine.)					<input type="checkbox"/>	
9. Heavy materials are stored where there is enough space to lift them safely, without reaching or twisting.					<input type="checkbox"/>	
10. When possible, jobs are designed to minimize manual material handling.					<input type="checkbox"/>	
<b>Training</b>						
11. Workers have been trained about all identified lifting hazards on the job					<input type="checkbox"/>	
12. Workers have been trained in safe lifting techniques					<input type="checkbox"/>	
<b>Work Practices</b>						
13. Materials are delivered as close as possible to where they will be used.					<input type="checkbox"/>	
14. Loads are split up to reduce weight.					<input type="checkbox"/>	
15. Walkways are kept clear to allow use of material handling devices like carts and dollies.					<input type="checkbox"/>	

# Manual Material Handling Inspection Checklist

**L Darling-Hammond**



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## **Table of Contents Manual Material Handling Inspection Checklist**

1. Understanding the eBook Manual Material Handling Inspection Checklist
  - The Rise of Digital Reading Manual Material Handling Inspection Checklist
  - Advantages of eBooks Over Traditional Books
2. Identifying Manual Material Handling Inspection Checklist
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Manual Material Handling Inspection Checklist
  - User-Friendly Interface
4. Exploring eBook Recommendations from Manual Material Handling Inspection Checklist
  - Personalized Recommendations
  - Manual Material Handling Inspection Checklist User Reviews and Ratings
  - Manual Material Handling Inspection Checklist and Bestseller Lists

5. Accessing Manual Material Handling Inspection Checklist Free and Paid eBooks
  - Manual Material Handling Inspection Checklist Public Domain eBooks
  - Manual Material Handling Inspection Checklist eBook Subscription Services
  - Manual Material Handling Inspection Checklist Budget-Friendly Options
6. Navigating Manual Material Handling Inspection Checklist eBook Formats
  - ePub, PDF, MOBI, and More
  - Manual Material Handling Inspection Checklist Compatibility with Devices
  - Manual Material Handling Inspection Checklist Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Manual Material Handling Inspection Checklist
  - Highlighting and Note-Taking Manual Material Handling Inspection Checklist
  - Interactive Elements Manual Material Handling Inspection Checklist
8. Staying Engaged with Manual Material Handling Inspection Checklist
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Manual Material Handling Inspection Checklist
9. Balancing eBooks and Physical Books Manual Material Handling Inspection Checklist
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Manual Material Handling Inspection Checklist
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Manual Material Handling Inspection Checklist
  - Setting Reading Goals Manual Material Handling Inspection Checklist
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Manual Material Handling Inspection Checklist
  - Fact-Checking eBook Content of Manual Material Handling Inspection Checklist
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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