

MANUAL HANDLING CHECKLIST

Manual handling is a component of many work tasks. It may involve repetitive movements, lifting and carrying loads or even sedentary tasks such as using a computer. Manual handling is a major factor in workplace injuries. This checklist will help you address the manual handling issues in your workplace and reduce the risk of injuries due to manual handling. You should involve your workers in filling out the checklist.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date checklist completed:

Date checklist to be reviewed:

(annually or when there is a change to the workplace)

Name of person who completed checklist:

Position title:

Company/workplace:

Work tasks

- Can all materials be lifted and carried easily? Yes No
- Are mechanical aids (such as trolleys and hoists) available and used? Yes No
- Are workers trained in manual handling techniques and the use of mechanical aids? Yes No

Work equipment

- Are work benches a comfortable height? Yes No
- Are chair backs and seat heights adjustable? Yes No
- Is office equipment (such as computer keyboards and screens) adjusted to avoid body strain? Yes No
- Are storage shelves organised to minimise bending and stretching? Yes No

Work organisation

- Are tasks rotated to avoid repetitive work? Yes No
- Is work planned to balance out periods of high and low demand? Yes No
- Are workers able to take adequate breaks? Yes No

Work area

- Do workers have adequate space to enable ease of movement? Yes No
- Are items that are regularly-used within easy reach? Yes No
- Is there sufficient area around machines or equipment to enable access for maintenance and repair? Yes No