

Material Handling "Cheat Sheet" for Construction Work

PLANNING			COORDINATION	COMMUNICATION	
Material	Equip./Tools	Labor		Contact	Training
Delivery Staging Storage Pre-fab (site) Pre-fab (shop) Housekeeping	Crane Forklift Pallet jack Boom Jack Material Hoist Loader Conveyor Special Equipment Carts/Dollies Man lifts Scissor lifts Pneumatic Lifts Tables Stands Jacks Block and Tackle Special Tools Wheelbarrow Skids/rollers Levers/extenders	# of workers Rotation Shift work Scheduling Multitask Trade	Schedule Quantity Time Sequence Location Labor	Owner Senior Management Project Manager Superintendent Foremen Vendor Supplier Trade Contractor Government Authority	Staff Meeting Tail-gate Supplier Vendor PPE Equipment/tools Task-specific Warm- ups/stretching Posture Body Mechanics 3-Point contact