Self-inspection checklist

Materials handling

☐ Are materials stored so that they prevent sprains or strains when employees retrieve them?

☐ Is there a safe clearance for moving equipment through aisles and doorways?

☐ Are aisles permanently marked and kept clear to allow safe passage?

☐ Are motorized vehicles and mechanized equipment inspected daily or before use?

☐ Are vehicles shut off and brakes set before loading and unloading?

☐ Are containers of combustibles or flammables properly stacked and stabilized when they are being moved?

☐ Are trucks and trailers secured from movement during loading and unloading?

☐ Are dock boards (dock plates) used during loading and unloading operations?

☐ Are dock plates and loading ramps adequately constructed and maintained to support imposed loads?

☐ Are hand trucks maintained in safe operating condition?

☐ Are chutes equipped with side boards of sufficient height to prevent materials from falling off?

☐ Are chutes and gravity-roller sections firmly placed or secured to prevent displacement?

☐ At the delivery end of rollers or chutes, are provisions made to brake the movement of materials?

☐ Are materials handled at a uniform level to prevent lifting or twisting injuries?

☐ Are material-handling aids used to lift or transfer heavy or awkward objects?

☐ Are pallets usually inspected before loading or moving them?

☐ Do you use hooks with safety latches or other devices when hoisting materials, so that slings or load attachments cannot accidentally slip off the hoist hooks?

☐ Are securing chains, ropes, chokers, or slings adequate for the job?
When equipment or materials are being hoisted, do you ensure that no one will be passing under the suspended loads?