

## Self-inspection checklist

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### 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?