

Manual Handling Safety Checklists



Pre-Lifting Risk Assessment Checklist

Task Assessment

- ☐ Is the load weight within safe limits? (Under 23kg/50lbs for most people)

- ☐ Can the task be avoided or mechanized?
- ☐ Is the load awkward in size or shape?
- ☐ Does the task involve repetitive lifting?
- ☐ Is team lifting required?
- ☐ Are lifting aids available and appropriate?

Individual Assessment

- ☐ Am I physically capable of this lift?
- ☐ Am I feeling well and alert?
- ☐ Have I warmed up/stretched?
- ☐ Am I wearing appropriate clothing and footwear?
- ☐ Do I understand proper lifting technique?
- ☐ Have I received manual handling training?

Load Assessment

- ☐ Weight: _____ kg (Is it within my capability?)
- ☐ Size: Can I get a good grip?
- ☐ Shape: Is it stable and balanced?
- ☐ Contents: Are they secure and won't shift?
- ☐ Condition: Is the container intact?
- ☐ Temperature: Is it hot, cold, or normal?

Environment Assessment

- ☐ Is the route clear of obstacles?
- ☐ Are floors clean and dry?
- ☐ Is lighting adequate?
- ☐ Is there enough space to maneuver?
- ☐ Are there any trip hazards?
- ☐ Is the destination clear and ready?

Workplace Manual Handling Audit Checklist

Training and Awareness

- ☐ All employees received manual handling training
- ☐ Training records are up to date
- ☐ Refresher training scheduled annually
- ☐ New employee orientation includes manual handling
- ☐ Supervisors trained in risk assessment
- ☐ Emergency procedures are known

Equipment and Aids

- ☐ Lifting aids available (trolleys, hoists, etc.)
- ☐ Equipment regularly maintained and inspected
- ☐ Personal protective equipment provided
- ☐ Mechanical aids used where appropriate
- ☐ Equipment suitable for tasks
- ☐ Staff trained in equipment use

Workplace Design

- ☐ Storage areas at appropriate heights
- ☐ Work surfaces at correct levels
- ☐ Adequate space for maneuvering
- ☐ Good lighting in all work areas
- ☐ Non-slip flooring maintained
- ☐ Clear walkways and passages

Policies and Procedures

- ☐ Manual handling policy in place
 - ☐ Risk assessments completed and current
 - ☐ Incident reporting system active
 - ☐ Regular safety meetings held
 - ☐ Safety performance monitored
 - ☐ Continuous improvement process
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Daily Safety Check

Before Starting Work

- ☐ I have stretched and warmed up
- ☐ I am wearing appropriate clothing
- ☐ I have checked my work area
- ☐ Lifting aids are available if needed
- ☐ I feel physically capable of my tasks
- ☐ I know who to ask for help

During Work

- ☐ I am using proper lifting technique
- ☐ I am taking regular breaks
- ☐ I am staying hydrated
- ☐ I am reporting any concerns immediately
- ☐ I am helping colleagues when needed
- ☐ I am following all safety procedures

End of Shift

- ☐ I have completed all tasks safely
 - ☐ I have reported any incidents or near misses
 - ☐ I have cleaned and stored equipment properly
 - ☐ I have no pain or discomfort
 - ☐ I am ready for tomorrow's work
 - ☐ I have shared any safety observations
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Incident Investigation Checklist

Immediate Actions

- ☐ Injured person received appropriate care
- ☐ Area made safe to prevent further incidents
- ☐ Witnesses identified and interviewed
- ☐ Evidence preserved (photos, measurements)
- ☐ Supervisor and safety officer notified
- ☐ Incident report form completed

Investigation Questions

- ☐ What exactly happened?
- ☐ When did it occur?
- ☐ Where did it take place?
- ☐ Who was involved?
- ☐ Why did it happen?
- ☐ How can it be prevented?

Root Cause Analysis

- ☐ Was proper technique used?
- ☐ Was training adequate?
- ☐ Were appropriate aids available?
- ☐ Was the environment suitable?
- ☐ Were policies followed?
- ☐ What systemic issues contributed?

Corrective Actions

- ☐ Immediate hazards addressed
 - ☐ Additional training provided if needed
 - ☐ Equipment or procedures modified
 - ☐ Policy updates implemented
 - ☐ Follow-up scheduled
 - ☐ Lessons learned shared with team
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Monthly Safety Review Checklist

Statistics Review

- ☐ Number of manual handling incidents
- ☐ Types of injuries reported
- ☐ Training completion rates
- ☐ Equipment usage statistics
- ☐ Near miss reports analyzed
- ☐ Trends identified and addressed

Action Items

- ☐ Previous month's actions completed
- ☐ New safety initiatives planned
- ☐ Equipment needs assessed
- ☐ Training needs identified
- ☐ Policy updates required
- ☐ Budget requirements determined

These checklists are provided free for International Manual Handling Day. Customize them for your workplace and use the MHD logo on your safety materials.