

## Industrial Ergonomics: Manual Material Handling and Awkward Postures Checklist

Evaluator: \_\_\_\_\_ Evaluation Date: \_\_\_\_\_

Department: \_\_\_\_\_ Location: \_\_\_\_\_

Job Description: \_\_\_\_\_

**INSTRUCTIONS:** Assess tasks that are a regular and foreseeable part of the job. For each question, determine whether the potential ergonomic risk factor is present by placing a check in the appropriate box. If checked, make notes of the task causing the concern in the **Task Notes** column and make notes of potential solutions in the **Potential Fixes** column (see Recommended Controls in the Toolkit for additional ideas to help mitigate the risk).

Manual Material Handling	Y	N	Task Notes	Potential Fixes	✓
 <p>1. Lifting heavy object(s) weighing more than 25 to 30 lb</p>	<input type="checkbox"/>	<input type="checkbox"/>		A. Eliminate lift via conveyor or slide to cart B. Lift assist (e.g., vacuum lift, lift table) C. Reduce object weight D. Mandate a two-person lift E. Other:	<input type="checkbox"/>
 <p>2. Lifting objects weighing more than 10 lb, AND more than twice per minute, AND more than 2 hours total per day.</p>	<input type="checkbox"/>	<input type="checkbox"/>		A. Eliminate lift via conveyor or slide to cart B. Lift assist (e.g., vacuum lift, lift table) C. Reduce object weight D. Reduce lift frequency and/or duration E. Other:	<input type="checkbox"/>
 <p>3. Lifting objects weighing more than 10 to 15 lb above the shoulders, below the knees, or at arm's length</p>	<input type="checkbox"/>	<input type="checkbox"/>		A. Eliminate lift via conveyor or slide to cart B. Lift assist (e.g., vacuum lift, lift table) C. Reduce object weight D. Keep lifts close & b/n knees & shoulders E. Other:	<input type="checkbox"/>
 <p>4. Lifting or carrying objects that are too bulky, difficult to grasp or unstable/unbalanced</p>	<input type="checkbox"/>	<input type="checkbox"/>		A. Eliminate lift via conveyor or slide to cart B. Lift assist (e.g., vacuum lift, lift table) C. Alternative container (smaller, handles) D. Mandate a two-person lift E. Other:	<input type="checkbox"/>
 <p>5. Carrying objects weighing more than 25 to 30 lb</p>	<input type="checkbox"/>	<input type="checkbox"/>		A. Eliminate carry via conveyor or cart B. Lift assist (e.g., vacuum lift, hoist) C. Reduce object weight D. Mandate a two-person carry E. Other:	<input type="checkbox"/>
 <p>6. Pushing/pulling objects using high force (&gt; 50 lb initial force to start an object in motion OR &gt; 25 lb sustained force to keep object in motion)</p>	<input type="checkbox"/>	<input type="checkbox"/>		A. Conveyance or power tugger for cart B. Alt. wheels (larger diameter, material) C. Preventative maintenance D. Job rotation to minimize exposure E. Other:	<input type="checkbox"/>

Awkward Postures	Y	N	Task Notes	Potential Fixes	✓
	<input type="checkbox"/>	<input type="checkbox"/>		A. Automate or mechanize the work B. Lower the work (e.g., ht. adjust. fixture) C. Raise the worker (e.g., work platforms) D. Job rotation to minimize exposure E. Other:	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		A. Automate or mechanize the work B. Raise/tilt the work (ht./tilt adjust. arm) C. Lower the worker (ht. adjust. platform) D. Job rotation to minimize exposure E. Other:	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		A. Automate or mechanize the work B. Raise/tilt the work (e.g., container tilter) C. Lower the worker (ht. adjust. platform) D. Job rotation to minimize exposure E. Other:	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		A. Automate or mechanize the work B. Raise the work (e.g., lift table, fixtures) C. Lower the worker (ht. adjust. platform) D. Provide padding & encourage kneeling E. Other:	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		A. Automate or mechanize the work B. Raise the work (e.g., lift table, fixtures) C. Lower the worker (ht. adjust. platform) D. Provide padding, job rotation E. Other:	<input type="checkbox"/>

This form was developed in conjunction with The Ergonomics Center of North Carolina and Chubb Risk Engineering Services and adapted and modified from Washington State Department of Labor and Industries Caution/Hazard Zone Checklists.

Chubb. Insured.<sup>SM</sup>