

The following checklist is a guide. It may be used in its entirety or be modified to the specific user's needs by adding or subtracting items from the checklist. For questions concerning any item, contact the Office of Environmental Health and Safety.

(32) MATERIAL HANDLING (Shipping and Receiving)

Name: _____ Date : _____

Location of Inspection: _____

1. Is there a safe clearance for equipment through aisles and doorways?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
2. Are aisle ways designated, permanently marked, and kept clear to allow unhindered passage?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
3. Are motorized vehicles and mechanized equipment inspected daily or prior to use?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
4. Are vehicles shut off and brakes set prior to loading or unloading?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
5. Are containers or combustibles or flammables, when stacked while being moved, always separated by dunnage sufficient to provide stability?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
6. Are dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
7. Are trucks and trailers secured from movement during loading and unloading operations?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
8. Are dock plates and loading ramps constructed and maintained with sufficient strength to support imposed loading?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____ _____

9. Are hand trucks maintained in safe operating condition?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
10. Are chutes equipped with sideboards of sufficient height to prevent the materials being handled from falling off?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
11. Are chutes and gravity roller sections firmly placed or secured to prevent displacement?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
12. At the delivery end of rollers or chutes, are provisions made to brake the movement of the handled materials.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
13. Are pallets usually inspected before being loaded or moved?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
14. Are hooks with safety latches or other arrangements used when hoisting materials so that slings or load attachments won't accidentally slip off the hoist hooks?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
15. Are securing chains, ropes, chockers or slings adequate for the job to be performed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
16. When hoisting material or equipment, are provisions made to assure no one will be passing under the suspended loads?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
17. Are Material Safety Data Sheets available to employees handling hazardous substances?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____