

GB11 Manual handling checklist

The following can be used as a checklist when developing safe systems of work.

Company name		Project title					
Location		Contract no.					
Manual handling							
Preparation			Yes	No			
1. Do you know what is being lifted?							
2. Do you know where it is being lifted to and how far?							
3. Has a manual handling risk assessment been carried out?							
4. Would mechanical means be more practical or appropriate?							
5. Is the operation part of a frequent routine? If so, could it be more effectively planned and executed?							
6. Will more than one person be needed to move the load safely?							
7. Are all workers involved in the operation trained in kinetic lifting and handling?							
8. Are proper (kinetic) lifting methods being employed?							
9. Have you identified what methods and equipment will be required?							
10. Is the required equipment available?							
11. Is the lifting and handling area clear of hazards?							
Lifting and handling			Yes	No			
12. Is the proper personal protective equipment (PPE) in use?							
13. Is co-ordination satisfactory for dual and team lifting operations, with one person taking charge of the lift?							
14. Is the necessary equipment in use or to hand?							
15. Are excessively heavy weights being lifted?							
16. Are loads being deposited or stacked safely and securely?							
17. Is adequate supervision employed where necessary?							
After lifting and handling			Yes	No			
18. Have there been any past incidents or accidents?							
19. Is there anything to be learnt from them to avoid similar incidents happening again?							
20. Did anyone receive an injury and does this need to be taken into account for future tasks?							
21. Has any damage or loss of equipment been recorded and repaired/replaced?							
Comments							
Name		Position		Signature		Date	