**Manual Materials Handling Assessment Form**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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| **Lift Preparation Assessment** | **Y** | **N** | **Comments** |
| 1. Proper footwear |  |  |  |
| 1. Obstacles are removed as necessary |  |  |  |
| 1. Determine if equipment is required |  |  |  |
| 1. If equipment is required is it in working order? |  |  |  |
| 1. Completes Pre-start up checklist if required |  |  |  |
| 1. Gets assistance if required. Communication utilized to complete the task? |  |  |  |
| 1. Task was thought out so minimal manual materials handling was required. |  |  |  |
| **Squat Lift** |  |  |  |
| 1. Get close to the item lifting |  |  |  |
| 1. Feet are at least shoulder width apart |  |  |  |
| 1. Maintains a neutral back posture by bending knees |  |  |  |
| 1. Stick their bottom out |  |  |  |
| 1. Head is up |  |  |  |
| 1. Elbows are locked to person’s body |  |  |  |
| 1. Lifts the object only with legs |  |  |  |
| **Lateral Shift** |  |  |  |
| 1. Stand beside load with feet in a wide stance |  |  |  |
| 1. Knee closest to load is bent with body weight shifted over this leg |  |  |  |
| 1. Grips item and shifts body weight to other leg while bending the knee to absorb the load |  |  |  |
| **Golfer’s Lift** |  |  |  |
| 1. Places non-lifting hand on a solid item for support and balance |  |  |  |
| 1. As they reach for the item front knee is bent and back leg lifts off the ground if the item is low. |  |  |  |
| 1. Push off with support arm and lower back leg to the ground. |  |  |  |
| 1. Back is kept straight |  |  |  |
| 1. Head is up |  |  |  |
| **Overhead Lowering** |  |  |  |
| 1. Stands close, checks weight of item and slides item out |  |  |  |
| 1. Feet are placed in a staggered stance |  |  |  |
| 1. Grips item well, tips it and slides item into body absorbing the weight by bending your knees |  |  |  |
| 1. Does not bend backwards upon completion |  |  |  |
| **Overhead lifting** |  |  |  |
| 1. Picks up object using the squat lift. |  |  |  |
| 1. Steps close to where load is going placing feet in a staggered stance |  |  |  |
| 1. Bends at the knees, stands quickly extending legs and arms in one fluid motion |  |  |  |
| 1. Slides the load into its final position |  |  |  |
| **Lifting over an Obstruction** |  |  |  |
| 1. Bent knee closest to the object and reach out with both arms |  |  |  |
| 1. Grasps the object and bends their arms keeping the elbows as close person’s sides as possible |  |  |  |
| 1. Pushes into the item and rebounds with momentum to lift item up (not a slow motion) |  |  |  |
| **Pushing and Pulling** |  |  |  |
| 1. Slightly bends knees while maintaining a neutral posture |  |  |  |
| 1. Uses two hands to push/pull with hands as close to waist height as possible |  |  |  |
| 1. Leans weight into load |  |  |  |
| 1. Can see where they are going |  |  |  |
| **Carrying and Moving Feet** |  |  |  |
| 1. Object is carried close to the body |  |  |  |
| 1. Uses a palm up grip, if necessary |  |  |  |
| 1. While moving the object individual moves their feet to turn (Nose, object and toes always in the same direction) |  |  |  |

Employee(s) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee(s) Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Additional comments:  Action Taken at Observation   * Positive Reinforcement * Spot Coaching   Further Actions Following Observation   * Additional Observation * More Coaching |

Observers Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Observers Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_