SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Safe Lifting and Manual Material Handling Checklist

Regulation: 29 CFR 1910.176(a)

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Size up every load: weight, grip, and path, before you touch it	
☐	Aid first: pallet jack, cart, or lift table beats your back	
☐	At or over the threshold? Use an aid or call a team lift	
☐	Wide base, bend your knees and hips, keep your back straight	
☐	Hug the load close and lift smooth with your legs	
☐	Turn with your feet, never twist at the waist under load	
☐	Set down the same way: knees bent, back straight, fingers clear	
☐	Feel a strain or twinge? Report it this shift, not next week	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	Aisles, dock approaches, and doorways used by mechanical handling equipment have sufficient safe clearance, are kept clear and in good repair, and permanent aisles are marked- **29 CFR 1910.176(a)**	
☐	Material stored in tiers is stacked, blocked, interlocked, and limited in height so it is stable and secure against sliding or collapse, and storage does not create a hazard for employees picking from or stacking to it **29 CFR 1910.176(b)**	
☐	Floors and carry paths are kept clean, orderly, dry to the extent feasible, and free of hazards such as spills, debris, and protruding objects before manual handling proceeds **29 CFR 1910.22(a)**	
☐	The PPE hazard assessment covers hand and foot hazards from manual handling, the selected gloves and footwear are used and properly fit, and the written certification of the assessment is current **29 CFR 1910.132(d)**	
☐	Facility weight thresholds for mechanical aid and team lift are defined, posted, and known to employees, and observed lifts comply with them	

☐	Mechanical aids are available at their staging locations, inspected on schedule, and out-of-service aids are repaired or replaced promptly	
☐	Fast moving and heavy SKUs are slotted in the golden zone between knee and shoulder height, and slotting is reviewed on the stated cadence	
☐	Employees know the early reporting channel for strains and discomfort, reports receive a same-shift response, and reporting draws no discipline or retaliation	

WARNINGS

Never twist at the waist while holding a load: it is the most injurious movement in manual handling

Never catch a falling or shifting load: step back and let it go

Never carry a load that blocks your view of the path ahead

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE