



OFFICE OF ENGINEERING SAFETY

Dwight Look College of Engineering • Texas Engineering Experiment Station
A safe and healthful environment for scholarship and research



Material Handling

Download additional self-inspection checklists at <http://engineering.tamu.edu/safety/>

Date _____
Inspector _____
Faculty/PI _____

Room No. _____
Location _____
Dept. _____

Items for evaluation	Yes	No	Comments	Action to be taken
Is there safe clearance for equipment through aisles and doorways?				
Are aisleways designated, permanently marked and kept clear to allow unhindered passage?				
Are motorized vehicles and mechanized equipment inspected daily or prior to use?				
Are vehicles shut off and brakes set prior to loading or unloading?				
Are containers of combustibles or flammables, when stacked while being moved, always separated by dunnage sufficient to provide stability?				
Are dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks?				
Are trucks and trailers secured from movement during loading and unloading operations?				
Are dock plates and loading ramps constructed and maintained with sufficient strength to support imposed loading?				
Are hand trucks maintained in safe operating condition?				
Are chutes equipped with sideboards of sufficient height to prevent the materials being handled from falling off?				
Are chutes and gravity roller sections firmly placed or secured to prevent displacement?				
At the delivery end of the rollers or chutes, are provisions made to brake the movement of the handled materials?				

Items for evaluation	Yes	No	Comments	Action to be taken
Are pallets usually inspected before being loaded or moved?				
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?				
Are securing chains, ropes, chockers or slings adequate for the job to be performed?				
When hoisting material or equipment, are provisions made to assure no one will be passing under the suspended loads?				
Are Material Safety Data Sheets (MSDS) available to employees handling hazardous substances?				