**Daily Materials Handling Checklist**

To be filled out daily at the beginning of the shift and reviewed at the end of shift.

Date: \_\_\_/\_\_\_/\_\_\_ Project/Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stage of work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sub-contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individual completing the checklist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individual who is responsible for manual materials handling: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(material delivery, storage and movement, worker training provided and oversight)

**BEGINNING OF SHIFT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Material | Location delivered/stored | Location to be used | Quantity | Equipment for moving |
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Please use the space on the back of this form for additional materials.

Are the materials located (delivered/stored) as planned? ❑ Yes ❑ No

If not, is there corrective action being taken? ❑ Yes ❑ No

Have steps been taken to ensure:

1. The required equipment is available to move the materials (e.g., forklift, cart, dolly, 2-person lifting team)? ❑ Yes ❑ No
2. Materials will be moved over the shortest distance possible? ❑ Yes ❑ No
3. The pathway is clear to move the materials? ❑ Yes ❑ No
4. All workers involved in lifting or moving materials have been trained on safe materials handling (when to use lifting equipment or get assistance, and safe lifting practices)? ❑ Yes ❑ No

Will materials handling training take place today? ❑ Yes ❑ No

If yes, how? ❑Toolbox talk ❑ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**END OF SHIFT**

Were materials moved as planned? ❑ Yes ❑ No

If not, why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**ADDITIONAL MATERIALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Material | Location delivered/stored | Location to be used | Quantity | Equipment for moving |
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