

## Audit/Inspection Checklist

<b>Code Title</b>	Manual handling and ergonomics	<b>Code No.</b>	OSHJ-COP-12	<b>Rev. No.</b>	1.0
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Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
1	Is there a risk assessment for manual handling operations and ergonomics?	5.1, 5.2,5.3 : Planning, Risk Assessment, Reduce the Risk of Injury or Ill-health	<ul style="list-style-type: none"> <li>– Check for copy of RA.</li> <li>– Check if control measures are applied</li> <li>– Check for proper personal protective equipment used (Gloves)</li> </ul>
2	Are workstations designed in a suitable way for the people using them?	5.4.3: Workstation Layout	<ul style="list-style-type: none"> <li>– Check the workstations layout for the following:</li> <li>– Enough space under the work surface for legs</li> <li>– Convenient reach for everyday used items</li> <li>– Adequate lighting</li> <li>– Adjustable chairs</li> </ul>
3	Are the working days managed in a way to reduce exhaustion?	5.4.4: Managing the Working Day	<ul style="list-style-type: none"> <li>– Copy of shift schedule</li> <li>– Breaks between working hours</li> </ul>
4	Is there suitable personal protective equipment for manual handling?	5.5: Personal Protective Equipment	<ul style="list-style-type: none"> <li>– Check for availability of:</li> <li>– Hand protection</li> <li>– Protective clothing for the rest of the body</li> <li>– Safety footwear to prevent injury from manual handling</li> </ul>
5	Is training on manual handling and ergonomics provided to all employees?	6: Training and Competence	<ul style="list-style-type: none"> <li>– Check for training records/certificates</li> </ul>