

MANUAL HANDLING ASSESSMENT CHECKLIST

Section A – Preliminary

*** Circle as appropriate**

Job / Activity description Any Factors beyond the limits of the guidelines?	Is an assessment needed? (i.e. is there a potential risk of injury, and are the factors beyond the limits of the guidelines?) Yes/No?
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If "Yes" continue. If "No" the assessment need go no further

Operations covered by this assessment (Detailed description) Locations: Persons involved: Date of assessment	Diagrams (or other information)
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Section B – See over for detailed analysis

Section C overall assessment of the risk of injury? Low/Med/High *

Section - Remedial action to be taken

Remedial steps that should be taken, in order of priority 1 2 3 4 5 6 7 8
Date by which action should be taken
Date for re-assessment
Assessors name Signature

TAKE ACTION – AND CHECK THAT IT HAS THE DESIRED EFFECT

Section B more detailed assessment, where necessary					
Questions to consider	If yes ,tick appropriate Level of risk			Problems occurring from the task (make rough notes in this column in preparation for possible remedial action to be taken)	Possible remedial action (Possible changes to be made to The system/task, load, workplace/space environment. Communication that is needed.
	Low	Med	High		
The Tasks – do they involve: <ul style="list-style-type: none"> • Holding loads away from the trunk? • Twisting? • Reaching upward? • Large vertical movements? • Long carrying distances? • Strenuous pushing or pulling? • unpredictable movement of loads? • Repetitive handling? • A work rate imposed by a process? 					
The Loads- are they: <ul style="list-style-type: none"> • Heavy? • Bulky/unwieldy? • Difficult to grasp? • Unstable /unpredictable? • Intrinsically harmful (e.g. sharp/hot)? 					
The working environment- are there: <ul style="list-style-type: none"> • Constraints to posture? • Poor floors? • Variation in levels? • Strong air movements? • Poor lighting conditions? 					
Individual Capacity – does the job; <ul style="list-style-type: none"> • Require unusual capability • Hazard those with health problems? • Hazard those who are pregnant • Call for special information/training? 					
Other factors: <ul style="list-style-type: none"> • Is movement or posture hindered By clothing or other personal Protective equipment? 					

