



## MANUAL HANDLING ASSESSMENT CHECKLIST

### Section A - Preliminary:

*\*Circle as appropriate*

<p>Task description:</p>  <p>Factors beyond the limits of the guidelines?</p>	<p>Is an assessment needed? (i.e. is there a potential risk for, injury, and are the factors beyond the limits of the guidelines?)</p> <div style="text-align: center;"> </div> <p style="text-align: right; font-size: 1.5em;"><b>Yes/No*</b></p>
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**If 'Yes' continue. if 'No' the assessment need go no further.**

<p>Operations covered by this assessment (detailed description):</p>   <p>Locations:</p> <p>Personnel involved:</p>  <p>Date of assessment:</p>	<p>Diagrams (other information)</p>          
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**Section B** - See over for detailed analysis

**Section C** - Overall assessment of the risk of injury? *Low / Med / High \**

**Section D** - remedial action to be taken:

Remedial steps that should be taken, in order of priority:	Date to be completed	Responsible person	Actual Completion + Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Assessors Name/s:	Signature:
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<b>Section B - More detailed assessment, where necessary</b>					
Questions to consider:	If yes, tick appropriate level of risk			Problems occurring from the task <i>(Make rough notes in this column in preparation for the possible remedial action to be taken)</i>	Possible remedial action <i>(Possible changes to be made to system/task, load, workplace/space, environment. Communication that is needed)</i>
	Low	Med	High		
<b>The tasks</b> - do they involve: <ul style="list-style-type: none"> <li>• holding loads away from trunk?</li> <li>• twisting?</li> <li>• stooping?</li> <li>• reaching upwards?</li> <li>• large vertical movement?</li> <li>• long carrying distances?</li> <li>• strenuous pushing or pulling?</li> <li>• unpredictable movement of loads?</li> <li>• repetitive handling?</li> <li>• insufficient rest or recovery?</li> <li>• a work rate imposed by process?</li> </ul>					
<b>The loads</b> - are they: <ul style="list-style-type: none"> <li>• heavy?</li> <li>• bulky/unwieldy?</li> <li>• difficult to grasp?</li> <li>• unstable/unpredictable?</li> <li>• intrinsically harmful (eg sharp/hot)?</li> </ul>					
<b>The working environment</b> - are there: <ul style="list-style-type: none"> <li>• Constraints on posture?</li> <li>• poor floors?</li> <li>• variations in levels?</li> <li>• hot/cold/humid conditions?</li> <li>• strong air movements?</li> <li>• poor lighting conditions?</li> </ul>					
<b>Individual capability</b> - does the job: <ul style="list-style-type: none"> <li>• require unusual capability?</li> <li>• hazard those with health problems?</li> <li>• call for special information/training?</li> </ul>					
<b>Other factors:</b> Is movement or posture hindered by clothing or personal protective equipment?	Yes/No				