

**MANUAL HANDLING OF LOADS RISK ASSESSMENT (MH001)**

Note: This checklist will remind you of the main points to think about while you: Consider the risk of injury from manual handling operations, identify steps that can remove or reduce risk, Decide your priorities for action.

<p><b>SUMMARY OF ASSESSMENT</b></p> <p><b>Operations covered by this assessment:</b> Benching Doors</p> <p><b>Location:</b> Production</p> <p><b>Personnel involved:</b> Two persons</p> <p><b>Date of Assessment:</b> 15<sup>th</sup> July 2020</p>	<p><b>Overall priority for remedial action:</b> Nil/ Low/ <b>Med</b>/High</p> <p><b>Remedial action to be taken:</b> See Section D</p> <p><b>Date by which action is to be taken:</b> 15<sup>th</sup> November 2020</p> <p><b>Date of re-assessment:</b> 17<sup>th</sup> November 2020</p> <p><b>Assessor's name:</b> Calogero Gattuso</p> <p><b>Signature:</b> <i>Calogero Gattuso</i></p>
--	---

<b>SECTION A – Preliminary</b>			
Q1 Do the operations involve a significant risk of injury	<b>Yes</b>		No
Q2 Can the operations be avoided/mechanised/automated at reasonable cost? If 'No' discuss with the Management If 'Yes' proceed and then check that the result is satisfactory	<b>Yes</b>		No
<b>SECTION B - More detailed assessment overleaf</b>			
<b>SECTION C – Overall assessment of risk:</b>	Insignificant		
	Q3 What is your overall assessment of the risk of injury? If not 'Insignificant' go straight to Section D If 'Insignificant' the assessment need go no further	Low	<b>Med</b>

<b>SECTION D – Remedial action:</b>
Q4 Remedial steps to be taken, in order of priority. None identified at this time.

**AND FINALLY:**

Complete the SUMMARY above.  
Decide your priorities for action.

**TAKE ACTION ... AND CHECK THAT IT HAS THE DESIRED EFFECT**

<b>SECTION B – More detailed assessment, where necessary:</b>					
<b>Questions to consider:</b> (If the answer to a question is 'Yes' place a tick against it and then consider the level of risk)	<b>Level of risk:</b> (Tick as appropriate)				<b>Possible remedial action:</b> (Make rough notes in this column in preparation for completing Section D)
In red is hazards to consider	Yes	Low	Med	High	
<p><b>The tasks</b></p> <p>Do they involve: Holding loads away from trunk? Twisting? Stooping? Carrying? Reaching the load at ground level? Lifting the load at ground level? Reaching upwards? Large vertical movement? Bending sideways? Handling while seating? Long carrying distances? Strenuous pushing or pulling? Unpredictable movement of loads? Insufficient rest or recovery? A work-rate imposed by a process/repetition?</p>	√	√	√		<p>Try to move feet do not twist the body</p> <p>Carry the load for the shortest distance possible</p> <p>Always use correct lifting technique as instructed.</p> <p>Some repetition, take reasonable time to complete the task.</p>
<p><b>The loads</b></p> <p>Are they: Bulky/ Unwieldy? Difficult to grip? Hot to touch? Cold to touch? Heavy? Light? Sharp/Abrasive? Unstable/unpredictable? Eccentric shape?</p>	√	√	√		<p>Two person lift at all times.</p> <p>Two person lift at all times.</p>

<p><b>The working environment</b>                  Are there:                  Hot environments?                  Cold environments?                  Humid environments?                  Strong air movements?                  Dusty conditions?                  Noisy environment?                  Vibration exposure?                  Constraints on posture?                  Obstructions?                  Need to negotiate steps?                  Flooring - Slopes?                  Uneven/Slippery surfaces                  Poor lighting conditions?</p>	√	√	√	√	<p style="color: red;">Wear safety footwear with good grip.                  Wear hearing protection as appropriate.</p> <p style="color: red;">Be aware of obstructions when carrying out this task.</p>
<p><b>Individual capability</b>                  Does the task require:                  Require unusual capability?                   Hazard to those with health problems?                   Hazard to those who are pregnant?                   Hazard to those persons either young or older persons?                  Call for special information/training?</p>	√	√	√	√	<p style="color: red;">Need to be physically fit as work can be strenuous at times also allow for recovery time</p> <p style="color: red;">Persons with pre-existing significant back problems should not undertake this lifting task.</p> <p style="color: red;">No persons that are likely to be pregnant undertake this task.</p> <p style="color: red;">Care to be taken for persons that fall into this category.</p> <p style="color: red;">All persons are trained in manual handling techniques upon induction and at regular intervals (Yearly basis)</p>
<p><b>Other factors</b>                  Is movement or posture hindered by clothing or personal protective equipment?</p>	√	√			<p style="color: red;">Make sure that any clothing is removed or repositioned so that the lifting technique is not restricted.</p>
<p>When you have completed Section, B go to Section C</p> <p>Deciding the level of risk will inevitably call for judgement.</p>					