

Manual Handling of Loads: Checklist

Job description:	Is an assessment needed?
	(E.g. is there a potential risk for injury, and are there factors beyond the limits of the guidelines?)
	Yes No (please circle)

If Yes, continue. If No, the assessment need go no further.

Section A	
Operations covered by this assessment (detailed description): Locations: Personnel involvement: Date of assessment:	Diagrams (other information):

Section B –Detailed analysis

Section C – Remedial action to be taken

Section C	
Remedial steps that should be taken, in order of priority:	
1.....	
2.....	
3.....	
4.....	
5.....	
6.....	
Date by which action should be taken:	
Date for reassessment:	
Assessor's name:	Signature:



Section B – More detailed assessment, where necessary:

Questions to consider:	If yes, please tick appropriate level of risk			Problems occurring from the task	Remedial action – see priority list Section C	Residual risk		
	Low	Med	High			Low	Med	High
The tasks – do they involve: <ul style="list-style-type: none"> - Holding loads away from trunk? - Twisting - Stooping - Reaching upwards? - Large vertical movement? - Long carrying distances? - Strenuous pushing or pulling? - Unpredictable movement of loads? - Repetitive handling? 								
The loads – are they: <ul style="list-style-type: none"> - Heavy - Bulky/unwieldy? - Difficult to grasp? - Unstable/unpredictable? - Intrinsically harmful eg sharp/hot? 								
The working environment – are there: <ul style="list-style-type: none"> - Constraints on posture? - Poor floors? - Variations in levels? - Hot/cold/humid conditions? - Strong air movements? - Poor lighting conditions? 								
Individual capability – does the job: <ul style="list-style-type: none"> - Require unusual capability? - Hazard those with a health problem? - 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 personal protective equipment? 	Yes/No							