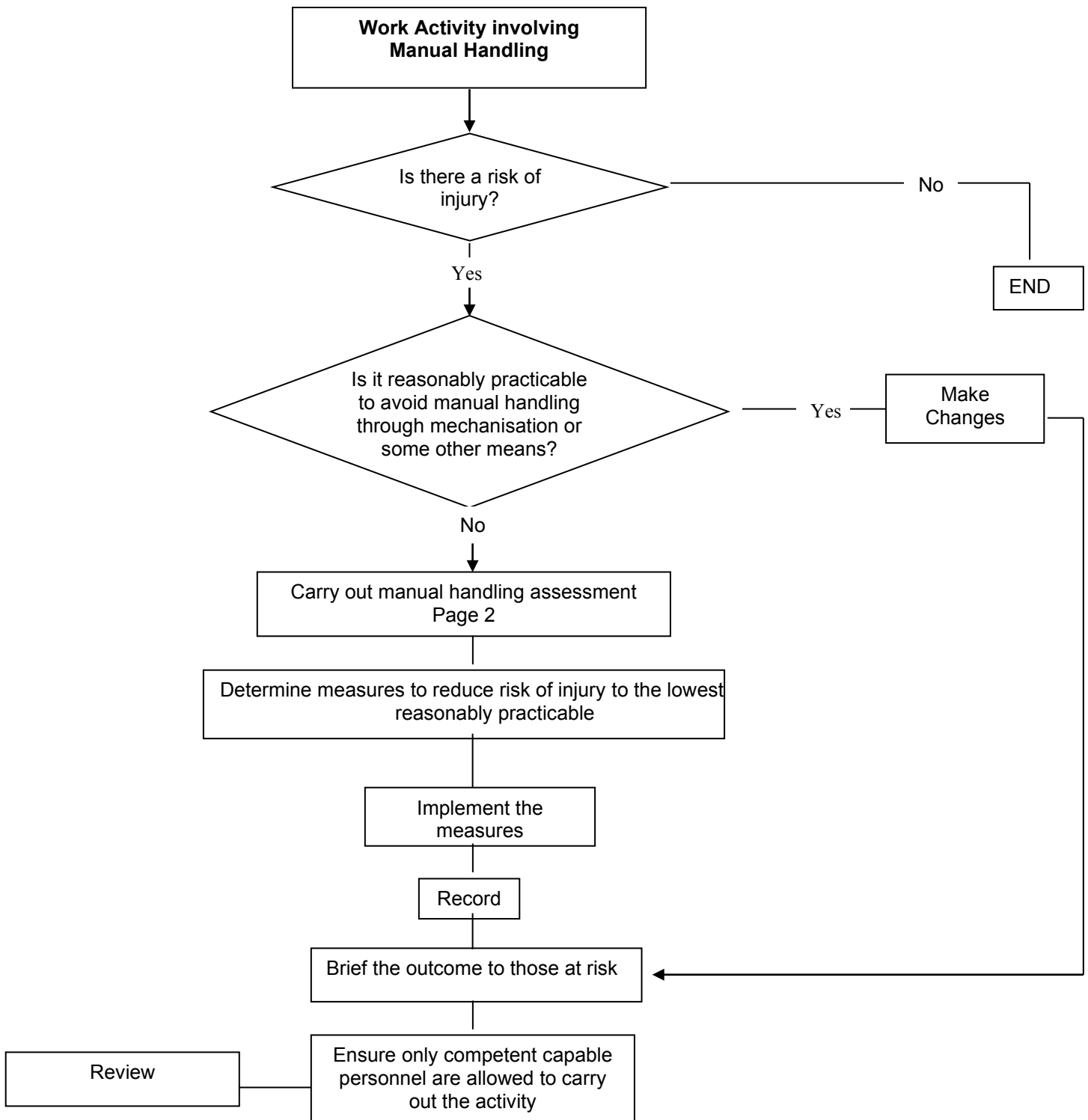


MANUAL HANDLING ASSESSMENT

In accordance with the Manual Handling Operations Regulations 1992 Reg 4(1)(b)(I) as amended 2002

Operations for Assessment:					Assessment No:	
Location:			Date of Assessment:			
Personnel involved:						
Priority of Remedial Action	High	Medium	Low	Nil	Date for Action Completion:	
Assessors name:			Signature:			



MANUAL HANDLING ASSESSMENT

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ASSESSMENT IN DETAIL IF REQUIRED

Consider these Questions <i>(If the answer to a question is "Yes" then place A tick against it and consider the risk level)</i>		Assess Level of Risk			State possible remedial action <i>Make rough notes in this column in Preparation for completing the Remedial actions on Page 3</i>
Yes	Low	Med	High		
<i>Do the tasks involve?</i> Holding loads away from the trunk Twisting Stooping Reaching upwards Large vertical movement Long carrying distances Continuous pushing / pulling Unpredictable load movement Repetitive handling Insufficient rest or recovery Process imposed work rate					
<i>Are the loads?</i> Heavy Bulky / unwieldy Difficult to grasp Unstable / unpredictable Intrinsically harmful (e.g. hot / sharp)					
<i>At worksite, are there?</i> Constraints on posture Poor floors Variations in levels Hot / cold / humid conditions Strong air movement Poor lighting / visibility Obstacles to negotiate					
<i>Does the operation require?</i> Require unusual capability Hazard for those with health problems Hazard for those who are pregnant Hazard for those with physical disabilities Require special training / information					
<i>Refer to the risk-rating table and identify controls in order to reduce the risk as far as reasonably practicable to do so.</i>					
Consult the guidelines to help reach a conclusion					

MANUAL HANDLING ASSESSMENT

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Manual Handling Risk Rating Table

RISK CATEGORY	GUIDANCE
LOW	May be acceptable: however, review task to see if risk can be reduced further.
MEDIUM	Task should only proceed with appropriate Management authorisation after consultation with specialist personnel and assessment team. Where possible, the task should be redefined to take account of the hazards involved or the risks should be reduced further prior to task commencement.
HIGH	Task must not proceed. It should be redefined, or further control measures put in place to reduce risk. The controls should be re-assessed for adequacy prior to task commencement.

Proposed Control Measures

State proposed control measures to be taken to reduce the risk in order of priority

MANUAL HANDLING ASSESSMENT

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GUIDELINES FOR HANDLING ASSESSMENTS

What you should understand first.

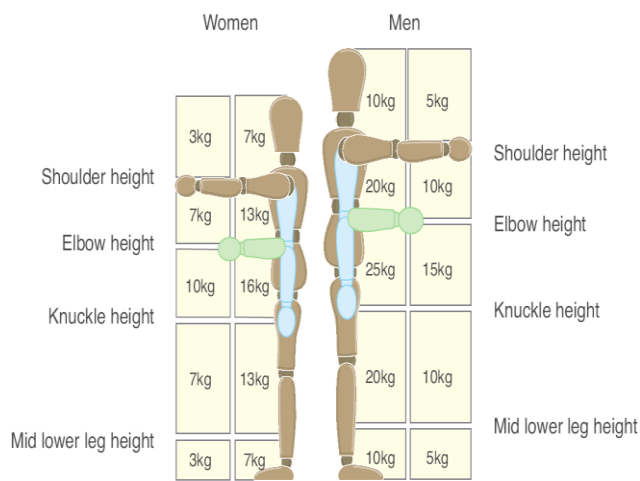
- The assessment should be carried out by a competent person who has received manual handling operations assessment training
- Assessments are based upon a range of factors used to determine the risk of injury
- Fully assessing every manual handling operation may involve wasted effort and may not be necessary
- The guidelines act as a filter, highlighting the areas where more detailed assessments will be of benefit
- No manual handling operations should be regarded as safe. Handling should always be avoided or made less demanding where possible

Individual capability

- Even among fit and healthy people there is a wide range of capability
- The guidelines as illustrated will protect about 95% of men and between 50-66% of women
- To protect 95% of women, reduce the guideline figures by 33%
- It is important to remember that the guideline figures ARE NOT LIMITS
- The figures may be exceeded where detailed assessments indicate that it is safe to do so and an employers duty is not breached
- If guideline figures are exceeded by more than a factor of two, even with fit, well trained people working under favourable conditions, then VERY close scrutiny must be paid

Guidelines for lifting and lowering

- The illustration below assumes the load can be grasped with both hands, in reasonable working conditions and with a stable body position
- Hands may go through the box zones – the lower figure will be used. If the lift goes outside the zone, a more detailed assessment should be made



Twisting

- If the handler's shoulders twist during the operation, the guideline figures should be reduced.

10% if the twist is 45 degrees to the heels
20% if the twist is through 90 degrees

Frequent lifting & lowering

- The guideline figures are for infrequent operations of up to 30 times in an hour
- Work pace is not forced and there is adequate pauses for rest and recovery
- Figures can be drastically reduced when the rate increases

Carrying

- Similar to those limits for lifting and lowering except carrying would not be done at lower than knuckle height
- Load held against the body and carried no further than 10m without resting. Longer distances reduce the guideline figures.
- Guideline figures could be exceeded where loads are convenient to shoulder loading or similar practices.

Pushing & pulling

- The following is for loads slid, rolled or supported on wheels or rollers.
- For starting and stopping, a force of about 25kg (250 newtons) is required to overcome inertia
- For maintaining the load in motion a force of about 10kg (100 newtons) is required
- Force is assumed to be between knuckle and shoulder height. Outside this, the guideline figures should be reduced

Handling while seated

- In an area bounded by the shoulder line, the pelvis, the knuckles when the elbows are tucked into the sides and the width of the shoulders, the guideline figure is 5kg
- Handling outside the box or significant twisting to the side will require a more detailed assessment

Assessment extent

- Where work entails manual handling covering a broad range (i.e. work in stores or workshop) a representative range of handling can be assessed and applied to the whole job. The use of tools and implements in furtherance of a task does NOT constitute manual handling when used for the purpose for which they are intended.