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3.2 Example completed Manual Handling Assessment pro forma

STFC MANUAL HANDLING ASSESSMENT					
Directorate:	Corporate Services		Department:	Logistics	
Task title and location:	Example lifting task in DL store room				
Assessed by:	J Smith		Date assessed:	1/02/2007	
Assessment factor	Degree of risk			Hazards or problems arising, and existing controls	Recommendations/remedial action
	Low	Med	High		
<p>Task Assessment – does the task involve:</p> <ul style="list-style-type: none"> • Holding or manipulating loads away from the trunk? • Unsatisfactory body movement or posture? twisting, stooping, stretching? • Excessive lifting, lowering, carrying distances or strenuous pushing or pulling? • Risk of unpredictable movement of loads? • Repetitive handling or frequent or prolonged physical effort? • A work rate imposed by a process or insufficient rest or 	<p>√x</p> <p>√x</p> <p>√x</p>	<p>x√</p>	<p>√x</p> <p>√x</p>	<p>1 Twisting when picking up the box</p> <p>2 Stooping when placing box on pallet and stooping when picking box up from the conveyor</p> <p>3 Sometimes extended reaching when placing boxes on pallet.</p>	<p>Remind operator of need to move feet (L)</p> <p>Adjust pallet height – Review availability of rotating, height adjusting equipment (L) and raise height of conveyor (M).</p> <p>Provide better information and instruction (L). Review mechanical handling equipment to eliminate manual lifting (L).</p>

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recovery periods					
Loads - are they: <ul style="list-style-type: none"> • Heavy (with mass marked on them), bulky or unwieldy? • Difficult to grasp, unstable or unpredictable with contents likely to shift? • Sharp, hot or otherwise potentially damaging? 	x√	√x	x√	4 Load too heavy. Is the weight of the load a problem for customers too? 5 Smooth cardboard boxes are difficult to grasp.	Review produce and customer needs within a view to improving product design (L). Provide boxes with hand grips (M).
Work environment - are there: <ul style="list-style-type: none"> • Space constraints preventing good posture, uneven, slippery or unstable floor? • Variations in the levels of floors or work surfaces? • Extremes of temperature, humidity, ventilation problems or gusts of wind? • Poor lighting conditions? • Problems in communication due to excessive noise? 	√x	√x		6 Bad posture encouraged by obstructions when full pallets are not removed.	Introduce system to ensure full pallets removed promptly – Speak to Operations Manager (L).
Individual Capacity - does the job: <ul style="list-style-type: none"> • Require unusual strength, height or capability? • Create a hazard to those who might be considered to have health problems? Or pregnant • Require special information or training for its safe performance? 	x√	x√	x√	7 Operator has no history of back pain problems but clear signs of sweating and straining.	Consider job enlargement to introduce variety and allow for recovery time (M). Monitor to ensure no rushing (L). Speak to trainer about manual handling course (L).

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<ul style="list-style-type: none"> • Occur infrequently for people of an otherwise sedentary nature? 	x√				
Other factors <ul style="list-style-type: none"> • Is improvement in posture hindered by PPE/RPE or clothing? • Is it impossible to eliminate or automate the operation? 	X				
	X				