

MANUAL HANDLING RISK ASSESSMENT REFERENCE SHEET

Does the task involve...

<input type="checkbox"/> Lifting	<input type="checkbox"/> Reaching	<input type="checkbox"/> Bending/ twisting	<input type="checkbox"/> Pushing/ pulling	<input type="checkbox"/> Repetitive movement	<input type="checkbox"/> Prolonged standing
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Any of these actions, or combinations of these actions can lead to a manual handling injury (such as muscular or joint stress or strain).

If any of these actions are used in performing the task that you are assessing, then you should consider ways of reducing the risk of a manual handling injury either by eliminating the hazard or controlling the hazard.

Some ways of doing this are suggested below. Consult with your employees and work on solutions together.

<ul style="list-style-type: none"> • use mechanical lift aids (eg pallet jacks, forklifts) • provide training for staff in proper lifting techniques • store lighter materials on top shelves • break down heavy loads into smaller components • replace manual operations with automated operations 	<ul style="list-style-type: none"> • change layout of work area • lower shelves • provide regular rest breaks or rotation to tasks that do not involve reaching • replace manual operations with automated operations 	<ul style="list-style-type: none"> • change layout of work area • raise shelving • provide adjustable work bench/table • provide regular rest breaks or rotation to tasks that do not involve bending or twisting • replace manual operations with automated operations 	<ul style="list-style-type: none"> • store production materials close to work area • provide trolleys with large wheels • do not overload trolleys • provide regular rest breaks or rotation to tasks that do not involve pushing or pulling • replace manual operations with automated operations 	<ul style="list-style-type: none"> • provide regular rest breaks or rotation to tasks that do not involve repetitive movement • replace manual handling operations with automated operations 	<ul style="list-style-type: none"> • install sit/stand stools which allow staff to lean and have their weight supported while still remaining in an upright posture • provide shoe insoles that cushion the feet and spread foot pressure over a larger surface • provide a foot rest in front of staff so they can shift their posture
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