



Policy:	Manual Handling Assessment Questionnaire	Reference:	HHAQSES0047
		Review Date:	05/2023

Assessment of Manual Handling Operations.

Department: Workplace:

Details of manual handling operations:

Is the employee (or employees) at risk of injury from the operation?

If NOT, no further action is required on this form. Re-assessment will be necessary if there is any significant change in operation.

If YES, continue with the assessment:

Is it reasonably practicable to avoid the need for manual handling?

If NO, continue with the assessment.

Is it reasonably practicable to automate or mechanise the operation?

If YES and alternatives are introduced with no further risk of injury, no further action is required on this form.

If NO, or there is still a risk of injury after automation or mechanization, continue with assessment.

1. Does the task involve?
 - a. Holding a load at a distance from the trunk?
 - b. Twisting the trunk?
 - c. Stooping?
 - d. Excessive lifting or lowering distance of loads?
 - e. Excessive carrying distance of loads?
 - f. Excessive pushing or pulling distances of load?
 - g. Frequent or prolonged physical effort?
 - h. Insufficient rest or recovery periods?
 - i. Risk of a sudden movement of loads?

2. Is the load?
 - a. Heavy?
 - b. Bulky or unwieldy?
 - c. Slippery floors or floors liable to become slippery?
 - d. Unstable, or with contents likely to shift?
 - e. Sharp and liable to cut, abrade or penetrate?
 - f. Hot and liable to burn, scald or make handling difficult?



- g. Likely to injure in any way?
- h. With contents that are hazardous substances?
- i. Labeled to indicate above?

3. In the working environment, are there any?
- a. Space constraints preventing good handling posture?
 - b. Uneven or damaged floors?
 - c. Slippery floors or floors liable to become slippery?
 - d. Unstable Floors?
 - e. Variations in level floors (steps/ramps, etc.)?
 - f. Variations in level of work surface?
 - g. Unguarded edges, openings etc.?
 - h. Extremes of temperature?
 - i. Extremes of humidity?
 - j. Extremes of air movement?
 - k. Poor/inadequately lit areas?

4. Does the task?
- a. Require unusual strength?
 - b. Require unusual height?
 - c. Require unusual reach?
 - d. Create a hazard to pregnant employees?
 - e. Create hazards to employees with a health or physical problem?
 - f. Require special knowledge or training for its safe performance?

Is any protective clothing or equipment necessary?

If YES, define the clothing and equipment needed and provided, and details of any information or training given to ensure its proper use.

Have employees been instructed to make full and proper use of any equipment or system of work provided?
And have they been trained in its use? (Keep records of training (Ref: ETMSES0075))

Have employees been given precise information on:

- a. The weight of each load?
- b. The heaviest side of any load whose centre of gravity is not positioned centrally.
- c. Any other potential hazard e.g., sharp edges, hazardous contents.

(If it is not reasonably practicable to give precise information, employees must be given a general indication of the weight or the heaviest side or any associated hazards).

Have employees been instructed that they must inform management about any physical condition (including pregnancy), or any health problem suffered by them, which might reasonably be considered to affect their ability to undertake manual handling operations safely?



If YES is answered to any of the above 4 questions, steps must be taken to reduce the risk of injury to the lowest level reasonably practicable.

Each is to be considered carefully and all reasonable steps taken to eliminate or reduce the risk.

Where applicable, enter the question number below and give details of equipment or systems to be used to reduce or eliminate risk.

Assessment carried out by:

Signature:

Date:

Names of persons assisting with the assessment:

NOTE:

This assessment must be brought to the attention of all employees involved and must be reviewed and updated if:

There is a reason to suspect that the assessment is no longer valid (e.g., personnel or working conditions have changed); **or**

There has been a significant change in the manual handling operation to which the assessment relates. (e.g., change in nature of task or nature of load etc.).