



MANUAL HANDLING OPERATIONS ASSESSMENT FORM

Operation Description

Task No

Summary of Assessments

Location

Personnel Involved

Date of Assessment

Assessor's Name

Target Date for Remedial Action, if required

Date for Re-assessment

Remember

Consider the risk of injury from manual handling operations

Identify steps that can remove or reduce the risk

Decide your priorities for action

Section A

Begin working here

* circle as appropriate

Do the operations involve a significant risk of injury?

* NO
➔

Completed exercise

* YES ↓

Can the operations be avoided or mechanised/automated at a reasonable cost?

* YES
➔

Proceed with modifications, then check again

* NO ↓

Are the operations clearly within the guidelines at the back of this form?

* YES
➔

Go on to Section C

* NO ↓

Go on to Section B (over page) for a more detailed assessment of the handling operations



Section B Detailed Assessment **Check you need to carry this out before you commence**

Tasks - do they involve? (circle appropriate data)

Twisting (0) (45) (60) (90) (180) (degrees)

Stooping (0) (30) (45) (60) (90) (degrees)

Holding/carrying loads away from the trunk: max distance = () cm

Large vertical movements Min vertical distance = ()
Max vertical distance = () e.g. floor, shoulder, waist etc.

Stretching to reach (Yes/No) Precise work (Yes/No)

Working above shoulder height (Yes/No) Working below thigh height (Yes/No)

Static forces e.g. holding (Yes/No)

Long carrying distances <1m 1-5m 5-10m >10m

Frequency that work is carried out

Pulling/pushing above shoulder height (Yes/No) Below waist (Yes/No)

Involve a large starting force (Yes/No) (above 25kg)

Insufficient rest or recovery period (Yes/No)

A work rate imposed by a process (Yes/No)

Seated work (Yes/No) Stretching to the side (Yes/No) Forward (Yes/No)
Below worktop (Yes/No)

More than one person working together (Yes/No) How many? ()

General notes on the Task - you may find this helps you complete Section D

Section B cont/... The Loads - are they?

Heavy - weight of load = () kg
Variable weight (Yes/No)

Bulky/Unwieldy (Yes/No)

Difficult to grasp (Yes/No) If yes, why?

Unstable/unpredictable (Yes/No) If yes, why?

Carried in one hand (Yes/No)

Intrinsically harmful (Yes/No) If yes, why?

General notes on Load - you may find these helpful for completing Section D

Work practice, Environment and Location

Are there space or height constraints to good posture? (Yes/No) If yes, what are they?

Are the floors (uneven) (slippery) (congested) Yes/No

Is the lighting of a poor quality (Yes/No)

Are there extremes of (temperature) (humidity) (air movement) Yes/No

General notes on Environmental factors - you may find these helpful for completing Section D

Additional Risks

Does the task require unusual capacity e.g. strength, height (Yes/No) If yes, why is this so?

Does the job present an increased risk level for people who may be (pregnant) or have a (health problem) - expand on this if possible



Section B cont/...

Does the job call for special information/training (Yes/No) If yes, why is this so?

General notes on Additional Risks - you may find these helpful for completing Section D

Section C Overall Assessment of Risk

What is your overall assessment of the risk of injury

(Insignificant)

(Low)

(Medium)

(High)

If you have ringed insignificant you have completed this assessment
- otherwise go on to Section D

Section D

What remedial action should be taken in order to lower the risk level? Put them in order of priority

1. _____
2. _____
3. _____
4. _____
5. _____

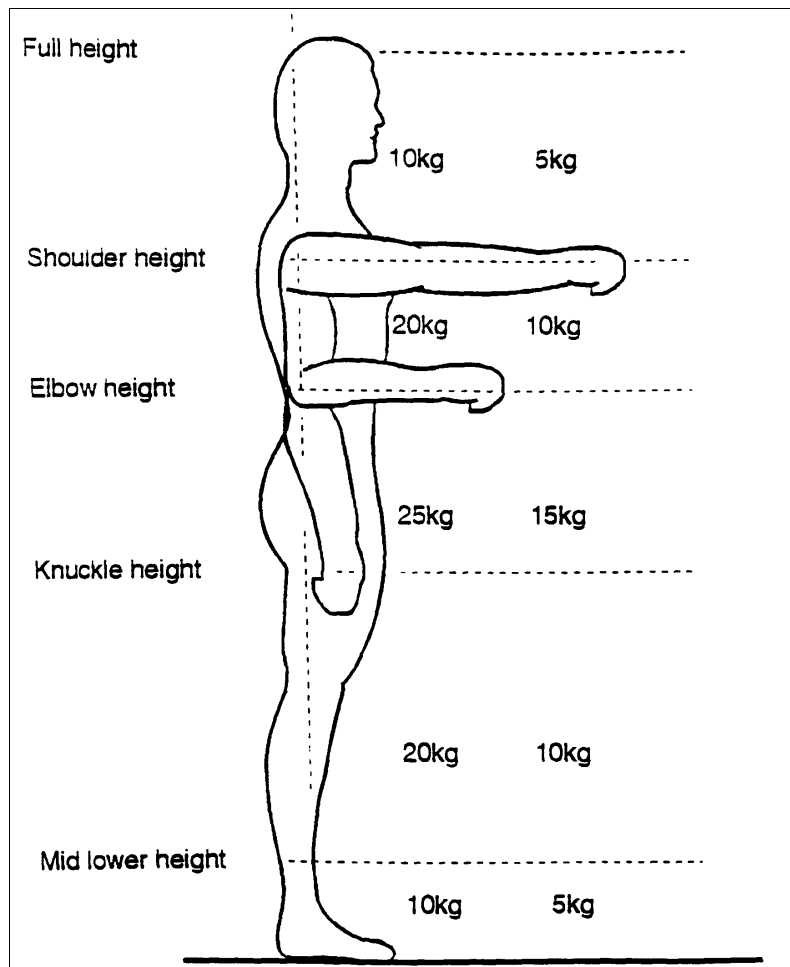
Take action on these points and complete your target date and re-assessment date at the front of this assessment form

Additional Notes if required

Numerical guidelines for assessment

Purpose of the guidelines

The Manual Handling Operations Regulations, like the European Directive on manual handling, set no specific requirements such as weight limits. Instead, assessment based on a range of relevant factors listed in Schedule 1 to the Regulations is used to determine the risk of injury and point the way to remedial action. However a full assessment of every manual handling operation could be a major undertaking and might involve wasted effort.



The above numerical guidelines therefore provide an initial filter which can help to identify those manual handling operations deserving more detailed examination. The guidelines set out an approximate boundary within which operations are unlikely to create a risk of injury sufficient to warrant more detailed assessment. This should enable assessment work to be concentrated where it is most needed.

There is no threshold below which manual handling operations may be regarded as 'safe'. Even operations lying within the boundary mapped out by the guidelines should be avoided or made less demanding wherever it is reasonably practicable to do so.



Source of the guidelines

These guidelines have been drawn up by the HSE's medical and ergonomics experts on the basis of a careful study of the published literature and their own extensive practical experience of assessing from manual handling operations.

Individual capability

There is a wide range of individual physical capability, even among those fit and healthy enough to be at work. For the working population the guideline figures will give reasonable protection to nearly all men and between one half and two thirds of women. To provide the same degree of protection to nearly all working women the guideline figures should be reduced by about one third. 'Nearly all' in this context means about 95%.

It is important to understand that the **guideline figures are not limits**. They may be exceeded where a more detailed assessment shows that it is appropriate to do so, having regard always to the employer's duty to avoid or reduce risk of injury where this is reasonably practicable. However, even for a minority of fit, well-trained individuals working under favourable conditions any operations which would exceed the guideline figures by more than a factor of about two should come under very close scrutiny.

Guidelines for lifting and lowering

Basic guideline figures for manual handling operations involving lifting and lowering are set out in Figure 1. They assume that the load is readily grasped with both hands and that the operation takes place in reasonable working conditions with the handler in a stable body position.

The guideline figures take into consideration the vertical and horizontal position of the hands as they move the load during the handling operations, as well as the height and reach of the individual handler. It will be apparent that the capability to lift or lower is reduced significantly if, for example, the load is held at arm's length or the hands pass above shoulder height.

If the hands enter more than one of the box zones during the operation the smallest weight figure should be used. The transition from one box zone to another is not abrupt; an intermediate figure may be chosen where the hands are close to a boundary. Where lifting or lowering with the hands beyond the box zones is unavoidable a more detailed assessment should be made.