

MANUAL HANDLING RISK ASSESSMENT



ASSESSMENT DETAILS

Work Location:		Date of Assessment:	
Assessed by:		Assessment No:	

Task description:	
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Task on this worksheet identified from (I):

Incident Records ☐	Consultation with employees ☐	Direct observation ☐
How many people carry out the task? ☐	How many injuries have been attributed to this task? ☐	Have any employees reported pain from carrying out this task? ☐

ASSESSMENT CHECKLIST

Tick boxes relative to the task hazard identified and use a *Risk Matrix Form* to assign a level of risk.

Description	☐	Risk
Actions and Movements		
Actions during the task involve bending or twisting.	☐	
Loads are shared unevenly between the hands or lifted with one hand.	☐	
Sudden or jerky movements are needed.	☐	
Weights and Forces		
Loads in excess of:		
• 4.5kg are lifted while sitting.	☐	
• 16kg are lifted while standing.	☐	
Lighter loads may be hazardous when combines with other risk categories.	☐	
It is necessary to pull, push or slide objects that are difficult to move.	☐	
A large force is applied while seated.	☐	
Workplace and Workstation Layout		
The work layout makes it hard to reach things involved in the task.	☐	
Work heights and/or seat heights are not suitable.	☐	
There is not enough space for all the necessary movements.	☐	
Objects get in the way of legs and feet.	☐	
Mechanical handling aids are not easily accessible.	☐	

Description		Risk
Characteristics of Loads and Equipment		
Objects being handled are large or have an awkward shape.		
Objects are hard to grasp or hold.		
Objects are wet, greasy or dirty and cannot be held close to the body.		
The object blocks view when handled.		
The load is unstable or has contents that may move suddenly.		
Working Posture and Position		
There is frequent or prolonged:		
• Forward bending of the back.		
• Twisting or sideways bending.		
• Reaching above the shoulder.		
Loads or handles below mid-thigh height or above shoulder height.		
Work Environment		
Floors are rough, slippery or uneven.		
There are different floor levels in the work area.		
Work is done in very hot or cold conditions.		
Lighting is poor, contrast between areas of light and shadow.		
Duration and Frequency of Manual Handling		
The task is done for a long time by one person.		
A repetitive action is done at high speed.		
An object is carried, pushed or pulled over a long distance.		
Work Organisation		
Employees for team lifting are not always available when required.		
Equipment used for manual handling is not regularly maintained.		
Clothing		
Clothing restricts movements or otherwise hinders manual handling.		
Protective clothing or equipment is unsuitable.		
Skills and Experience		
Employees have not received appropriate training in manual handling.		
Employees have not been properly instructed in job practices.		
Demands of the task exceed the physical capacity of the employees.		

Description		Risk
Special Needs		
There are employees at higher risk due to recent illness or long absence.		
Employees normally carry out lighter tasks.		
Any Other Risk Factors not Covered by the Checklist		
Reducing the Risk		
Can the manual handling in this task be eliminated?	Yes ☐	No ☐
What changes can be made to the workspace, layout, environment, equipment or the objects to reduce the risks?		
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What mechanical aids can be used to reduce the risks?		
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What changes in work practice can be made to reduce the risk to individual workers? (for example, job rotation, working postures)		
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What training can be provided to reduce the risk to workers involved in this task?		
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What other changes could be made to overcome or reduce these risks?		
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Recommended Control Measures		
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