

General assessment of Risks for Lifting and Handling					
Questions to consider:	If yes, tick appropriate level of risk			Problems occurring from the task (Make rough notes in this column in preparation for the possible remedial action to be taken)	Possible remedial action (Possible changes to be made to system/task, load, workplace / space, environment. Communication that is needed)
	Lo w	Me d	Hig h		
<p><b>The tasks</b> – do they involve:</p> <ul style="list-style-type: none"> <li>• holding loads away from trunk?</li> <li>• twisting?</li> <li>• stooping?</li> <li>• reaching upwards?</li> <li>• large vertical movement?</li> <li>• long carrying distances?</li> <li>• strenuous pushing or pulling?</li> <li>• unpredictable movement of loads?</li> <li>• repetitive handling?</li> <li>• insufficient rest or recovery?</li> <li>• a workrate imposed by a process?</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓	✓  ✓	<p><b>1 <u>Twisting when picking up the box</u></b></p> <p><b>2 <u>Stooping when placing box on pallet and stooping when picking box up from the conveyor</u></b></p> <p><i>3 Sometimes extended reaching when placing boxes on pallet</i></p>	<p><i>Remind operator of need to move feet (1).</i></p> <p><i>Adjust pallet height – Review availability of rotating, height adjusting equipment (1) and raise height of conveyor (M).</i></p> <p><i>Provide better information and instruction (1).</i></p> <p><i>Review mechanical handling equipment to eliminate manual lifting (1).</i></p>
<p><b>The loads</b> – are they:</p> <ul style="list-style-type: none"> <li>• Heavy?</li> <li>• bulky/unwieldy?</li> <li>• difficult to grasp?</li> <li>• unstable/unpredictable?</li> </ul>	✓		✓	<p><b>4 Load too heavy. Is the weight of the load a problem for customers too?</b></p> <p><i>5 Smooth cardboard boxes are difficult to</i></p>	<p><i>Review product and customer needs with a view to improving product design (L).</i></p>

<ul style="list-style-type: none"> <li>intrinsically harmful (e.g. sharp/hot)?</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>		<p><i>grasp.</i></p>	<p><i>Provide boxes with handgrips (M).</i></p>
<p><b>The working environment</b> – are there:</p> <ul style="list-style-type: none"> <li>constraints on posture?</li> <li>poor floors?</li> <li>variations in levels?</li> <li>hot / cold / humid conditions?</li> <li>strong air movements?</li> <li>poor lighting conditions?</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>		<p><i>6 Bad postures encouraged by obstructions when full pallets are not removed.</i></p>	<p><i>Introduce system to ensure full pallets removed promptly – Speak to Operations Manager (1)</i></p>
<p><b>Individual capability – does the job:</b></p> <ul style="list-style-type: none"> <li>require unusual capability?</li> <li>hazard to those with a health problem?</li> <li>hazard to those who are pregnant?</li> <li>call for special information / training?</li> </ul>		<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<p><i>7 Operator has no history of back pain problems but clear signs of sweating and straining.</i></p>	<p><i>Consider job enlargement to introduce variety and allow for recovery time (M).</i></p> <p><i>Monitor to ensure no rushing (1).</i></p> <p><i>speak to trainer about manual handling course (1).</i></p>
<p><b>Other factors:</b></p> <p>Is movement or posture hindered by clothing or personal protective equipment?</p>	<p>Ye / No</p>				