

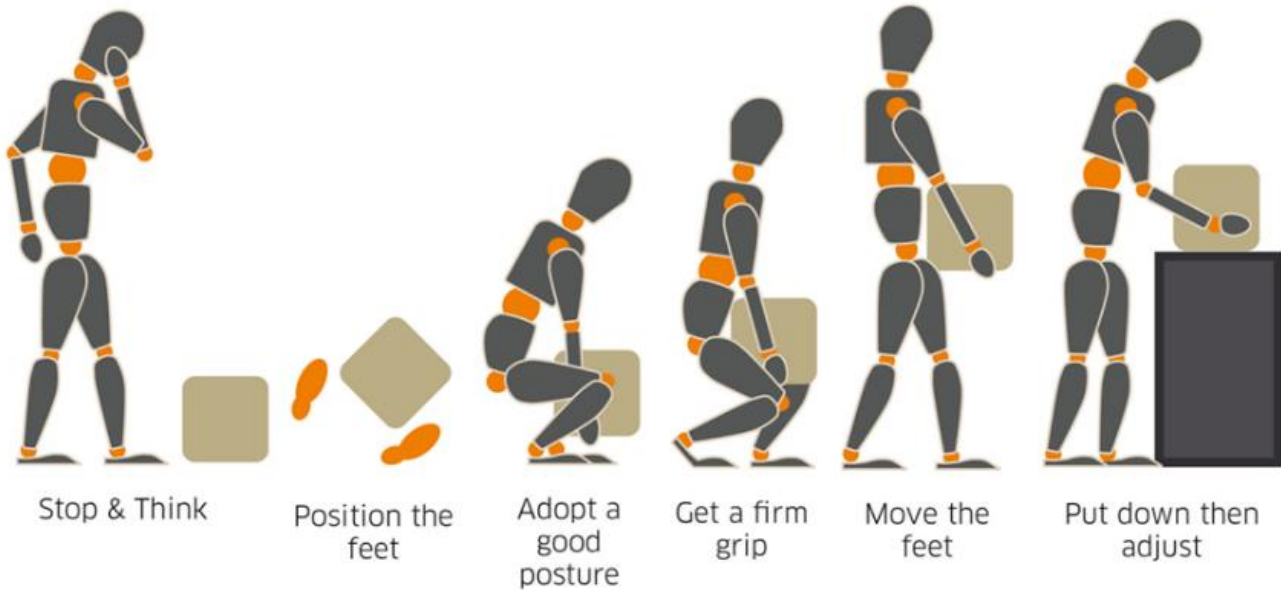
RISKS & OPPORTUNITIES – RISK ASSESSMENT 018

WORK TASK	MANUAL HANDLING [GENERAL]			
	Works reference [where required]		Client / PC	Site manager/person in charge
Site/location of activity				
Start Date:			End Date:	
Worker participation & consultation				

METHOD OF ASSESSMENT		RISK ASSESSMENT METHODOLOGY		RISK ACTION LEVELS:	
PERSONS EXPOSED		Value Likelihood Axis	Value Severity of Harm Axis		
Employer's workers		1 Negligible	1 No harm	1-5 No action required	
Other workers		2 Low	2 Minor	6-11 Low – limited action required	
Home workers		3 Likely	3 7day loss	12- Medium – significant, action required following the principles of prevention	
Visitors		4 Very likely	4 Specified injuries	19-25 High – significant, action may require technical input beyond the author	
Plant operators		5 Certain	5 Catastrophic		
Lone/remote/mobile workers					
Others please state					
POTENTIAL NUMBER EXPOSED					

LIKELIHOOD	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
	SEVERITY OF HARM				

HAZARDS	L	S	RR ¹	PRINCIPLES OF PREVENTION	L	S	RR ²
<p>Repeated, sustained or high force.</p> <p>Awkward posture.</p> <p>Repetitive movements.</p> <p>Handling people or animals.</p> <p>Loads unstable, unbalanced, or hard to hold.</p>	4	4	16	<p>Where possible, avoid people having to lift materials at all. Where lifting is unavoidable make use of mechanical handling aids wherever possible. Make sure that all equipment used for lifting is in good condition and is used by trained and competent workers.</p> <p><i>Planning manual handling:</i> before the job starts, decide what sort of material handling is going to take place and what equipment will be needed; avoid double handling – it increases risks and is inefficient; make sure that any equipment is delivered to the site in good time and that the site has been prepared for it.</p> <p>Materials and products should, where possible, be delivered in a form that can easily be moved around the site with minimal manual handling, e.g., palletised loads that can be moved by fork-lift truck; ensure the equipment is set up and operated only by trained and experienced workers; co-ordinate site activities so that those involved in lifting operations do not endanger other workers and vice versa; do not stand under loads being lifted.</p> <p>There is no ‘safe’ weight limit for manual handling operations. The degree of risk associated with lifting varies according to the nature of the load, the circumstances in which the lift takes place, how often the lifting operation is carried out and the weight of the item that is being lifted.</p> <p>When manual handling is necessary, prevent injury by avoiding unnecessary handling; before work starts, identify operations which involve either lifting heavy or awkward loads or repetitive lifting operations.</p> <p>Positioning loads by machine and planning to reduce the height from which they must be lifted and the distance over which they must be carried.</p> <p>Plan difficult manual lifts carefully by carrying out an assessment. Assessments should identify the following components in considering the whole task:</p> <ul style="list-style-type: none"> ▪ The task. ▪ The load. ▪ The environment. ▪ Individual capabilities. <p><i>The good handling technique:</i> The following is the approved procedure for an individual to handle easy manageable loads:</p> <ul style="list-style-type: none"> • Ask yourself – am I able to handle and move this item on my own? • If not then seek help from another person, preferably someone the same size and build as you • If you can do the task on your own, check where the load is being moved from – to • Place your leading foot slightly in front, legs shoulder width apart • Lower your body to the load using your thigh muscles keeping your back as straight as possible and avoiding letting the head going forward. Look ahead • When you have lowered your body, get a good firm balanced grip of the load • Bring the load into the chest as close as possible • Raise your body in reverse of lowering it 	2	4	8

HAZARDS	L	S	RR ¹	PRINCIPLES OF PREVENTION	L	S	RR ²
				<ul style="list-style-type: none"> • Now if you must change direction, you should move the feet into the direction of travel • Make sure that your shoulders, hips, and feet are all in the direction of travel • You can now move to the point of discharge and lower the load repeating the earlier steps 			

ADDITIONAL CONTROLS	Statutory Inspections:	Permits: As may be required in certain work environments.
Information, instruction, and training & supervision: All workers & visitors are to be given specific information and Instruction by way of induction	Monitoring: Work supervisors are to ensure that workers under their control make full use of mechanical aids where possible. For repeatable manageable loads that the good	Emergencies: Follow any specific site or principal contractor's procedures. Trained first aiders only may give first aid. All incidents must be reported as quickly as possible so that any accident reporting procedures can be dealt with i.e., RIDDOR.

into any site-specific rules. All workers are to be instructed into the good handling technique.	handling technique is adopted. Changes in the arrangements can be communicated through 'tbt's'.	anyone injuring their back at work should get early medical attention.
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TEMPORARY WORKS

PERSONAL AND RESPIRATORY PROTECTIVE EQUIPMENT PPE/RPE must always be regarded as a last resort, the last line of defence. All other measures must be considered and if the use of PPE/RPE avoided where possible and practical. Where PPE/RPE is worn it must be suitable, compatible, and issue free. If in doubt ASK!

 As required	 As required	 As required	 As required	 As required
 As required	 As required	 As required	 As required	

ADDITIONAL:

MONITORING

Change and review:
The originator is responsible for ensuring that the assessment is reviewed when it is no longer valid. This could be after the results of any monitoring, changes in law, technology, or work process. As a minimum the assessment is to be reviewed annually

