

Manual Handling Hazard Control Record

Task Details

1 Task name:
Area:
Assessor:
Date of assessment:/...../.....
Others consulted:

2 Sketch with dimensions (Optional)

3 Record the results of your:

Review of the company records: (e.g. hazard register, accident investigations, early reports of discomfort.)

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Consultation with employees: (Talk to the people who do the task or who were injured doing it. Get them to mime the task actions.)

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Observation of the manual handling task: (Watch the employees doing the task. Video the task. Describe the manual handling aspects of the task by writing down its steps.)

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Task duration or cycle time:

Number of repetitions per shift:

Forces exerted (per cycle): (e.g. Lifting 16kg bags, pushing with a force of 20kg for 3 metres.)

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Hazard Identification

4 Are any of these factors present in the task?

	No	Yes
Twisted, stooped, awkward, asymmetrical postures	<input type="checkbox"/>	<input type="checkbox"/>
Fixed, sustained, rigid, prolonged postures	<input type="checkbox"/>	<input type="checkbox"/>
Unvaried, repetitive movements	<input type="checkbox"/>	<input type="checkbox"/>
Sudden, uncontrolled or jerky movements	<input type="checkbox"/>	<input type="checkbox"/>
Handling or reaching away from the body	<input type="checkbox"/>	<input type="checkbox"/>
Using high or sustained force	<input type="checkbox"/>	<input type="checkbox"/>
Handling heavy or awkward loads	<input type="checkbox"/>	<input type="checkbox"/>
Whole body vibration or upper limb vibration	<input type="checkbox"/>	<input type="checkbox"/>
Handling that goes on for too long without a break	<input type="checkbox"/>	<input type="checkbox"/>

5 Is one or more of the boxes in question 4 ticked 'Yes'?

Yes go to questions 7 – 11 and find the risk score for the task
No

6 If there is no evidence that there is hazardous manual handling, stop here. Review again according to your hazard review schedule.

Sign off:

Name:

Date:/...../.....

Risk Score

- 7** Find the load score: The load score is the muscle force applied by the worker. It may be the weight of the object handled or you may need to measure the forces applied with a spring balance or a force gauge – or make an estimate. If several people do the task, the score should reflect the ability of the least able.

Men	Women	Load Score
< 10 kg	< 5 kg	1
10 - 19 kg	5 - 9 kg	2
20 - 29 kg	10 - 14 kg	4
30 - 39 kg	15 - 24 kg	7
40 +	25 +	10

Report the Load Score here → A

- 8** Find the posture and workplace layout score: Observe the postures adopted. Take an average value if necessary or use numbers between the ones shown.

	Posture Score
Trunk upright, no twisting, load close to body, standing or walking a few steps only.	1
Some bending forward or twisting, load close to body, sitting, standing or walking for a longer distance.	2
Bending far forward or close to the floor, slightly bending and twisting the trunk, load far from the body or above shoulder height, sitting or standing.	4
Bending far forward and twisting the trunk, load far from the body, below the knees or above shoulder height, unstable posture while standing, crouching or kneeling.	8

Report the Posture/Workplace Layout Score here → B

- 9** Find the work conditions and environment score:

	Environment Score
Good conditions, with sufficient space, no obstacles, level and solid floor surface, good lighting, able to get a good grip on the load.	0
Restricted workspace (area < than 1.5m ²), restricted postural stability (floor uneven, soft, slippery, sloping.)	1

Report the Environment Score here → C

- 10** Find the time score: Find the time score from the greatest of either the number of repetitions of the task or the time spent doing it during the shift.

Repetitions per shift	Total time per shift	Time score
< 10	< 30 min	1
10 - 40	30 min - 1 hr	2
40 - 200	1 - 3 hrs	4
200 - 500	3 - 5 hrs	6
> 500	> 5 hrs	8

Report the Time Score here → Time

Add the three scores in boxes A, B and C → Sum

- 11** Multiply box 'Sum' by box 'Time' to get the risk score. →

Decide the significance of the risk score. Follow the arrow and consult the table. If the risk score is 10 or more you should carry out the Contributory Factors Assessment at question 12.

- Less than 10 Complete question 6 and you are finished, **unless** there is the risk that a single high force action could cause harm.
- 10 or more Complete the remainder of this checklist.

Contributory

- 12** Tick any contributory factors that are present in the task. Transfer each factor that you tick to Question 13. For example, if you ticked 'Handling over long distances', write 'T3' in Column A of Question 13. See the pages listed in the *Code of Practice for Manual Handling* for solutions for each factor.

A Load (Solutions page 30)

- L1. Heavy loads handled or high forces required
- L2. Bulky, unwieldy
- L3. Unpredictable
- L4. Uneven in weight distribution
- L5. Unstable or unbalanced
- L6. Blocks vision
- L7. Difficult to grip, greasy, slippery
- L8. Handle size, position or shape
- L9. Very hot or cold or hazardous
- L10. Person or animal
- L11. Sharp edges
- L12. Other

B Environment (Solutions page 31)

- E1. The floor is slippery, uneven or cluttered
- E2. Area slopes or has steps
- E3. Hot, cold, humid, outdoors, windy, wet
- E4. Poor air quality
- E5. Noisy
- E6. Poor lighting, glare, gloomy
- E7. Insufficient or confined space
- E8. Other

Guidance on the Meaning of the Risk Score

Risk Score	Urgency and type of control measure
< 10	Injuries are unlikely unless there are infrequent high force actions. Monitor the task from time to time.
10 - 24	Injuries may result for less resilient people. Workplace redesign is recommended for them.
25 - 49	Injuries are possible for trained and fit people. Workplace redesign is recommended to control the contributory factors identified.
50 +	Injuries are likely regardless of the strength and fitness of employees. Elimination of the task or workplace redesign is a priority.