

Note – This document may have been superseded by a more recent version.  
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### Appendix 3 - Manual Handling Assessment pro forma

#### 3.1 Manual Handling Assessment pro forma

STFC MANUAL HANDLING ASSESSMENT					
Directorate:		Department:			
Task title and location:					
Assessed by:		Date assessed:			
Assessment factor	Degree of risk			Hazards or problems arising, and existing controls	Recommendations/remedial action
	Low	Med	High		
<p><b>Task Assessment</b> – does the task involve:</p> <ul style="list-style-type: none"> <li>• Holding or manipulating loads away from the trunk?</li> <li>• Unsatisfactory body movement or posture? twisting, stooping, stretching?</li> <li>• Excessive lifting, lowering, carrying distances or strenuous pushing or pulling?</li> <li>• Risk of unpredictable movement of loads?</li> <li>• Repetitive handling or frequent or prolonged physical effort?</li> <li>• A work rate imposed by a process or insufficient rest or recovery periods</li> </ul>				Record notes in preparation for the possible remedial action to be taken	Record the changes to be made to system/task, load, workplace/space, environment, or communication required to minimise the risk as far as reasonably practicable.
<b>Loads - are they:</b>					

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<ul style="list-style-type: none"> <li>• Heavy (with mass marked on them), bulky or unwieldy?</li> <li>• Difficult to grasp, unstable or unpredictable with contents likely to shift?</li> </ul> <p>Sharp, hot or otherwise potentially damaging?</p>					
<p><b>Work environment - are there:</b></p> <ul style="list-style-type: none"> <li>• Space constraints preventing good posture, uneven, slippery or unstable floor?</li> <li>• Variations in the levels of floors or work surfaces?</li> <li>• Extremes of temperature, humidity, ventilation problems or gusts of wind?</li> <li>• Poor lighting conditions?</li> <li>• Problems in communication due to excessive noise?</li> </ul>					
<p><b>Individual Capacity - does the job:</b></p> <ul style="list-style-type: none"> <li>• Require unusual strength, height or capability?</li> <li>• Create a hazard to those who might be considered to have health problems? Or pregnant</li> <li>• Require special information or training for its safe performance?</li> <li>• Occur infrequently for people of an otherwise sedentary nature?</li> </ul>					
<p><b>Other factors</b></p> <ul style="list-style-type: none"> <li>• Is improvement in posture hindered by PPE/RPE or clothing?</li> <li>• Is it impossible to eliminate or automate the operation?</li> </ul>					