



Risk Assessment Checklist Manual Handling

Work Area: _____ Date: _____

Task _____ Person assessing: _____

Evaluation Matrix

Likelihood	Consequence			
	Critical (Disability)	Major (Lost time)	Serious (Injury)	Minor (1 st Aid)
Very Likely (might happen sometime through the day)	Extreme	Extreme	High	Moderate
Likely (might happen sometime through the week)	Extreme	High	Moderate	Low
Unlikely(might happen sometime this month)	High	Low	Low	Insignificant
Very Unlikely (might happen sometime)	Moderate	Moderate	Insignificant	Insignificant

Movements Performed Frequently or Prolonged Postures	Risk
1. Bending with hands below mid-thigh height	
2. Reaching with hands above shoulder height	
3. Reaching forwards	
4. Bent or twisted postures	
5. Other awkward or cramped postures	
Difficult Tasks or Loads	Risk
6. Frequent or prolonged manual handling	
7. Handling heavy loads (more than 10kg)	
8. Application of unexpected large forces - (pushing, pulling or holding)	
9. Holding of awkward or difficult loads (awkward grips or sharp edges)	
Difficult Work Environments	Risk
10. Confined spaces	
11. Poor visibility	
12. Cold, hot or wet conditions	
13. Particularly unsafe floor or ground condition	
Work Organisation Difficulties	Risk
14. Need for speed, accuracy or both	
15. Peaks or sudden increases in work load	
16. Extended work hours	
17. Shortage of personnel	
Personal Factors	Risk
18. New employee or those returning from extended time off (>2 weeks)	
19. Older workers or those with recurrent disabilities	
20. Restrictions imposed by personal protective equipment or clothing	
21. Inadequate skills or experience	
22. Inadequate training	

Any Hazards that score a risk rating of 4 or 5 must have treatments developed.



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Control Requirements

Hazard (The identified hazard taken from the checklist)		Initial Risk	Suggested Control <i>(Using highest level control possible)</i> 1. Eliminate the energy source completely, or 2. Substitute the energy sources with a less hazardous alternative, or 3. Re-engineer the machine using guards and better operator controls to minimise the risk, or 4. Use administrative measures including training and work instructions, or 5. Provide operators with suitable personal protective equipment such as glasses	Residual Risk
No	Details			