

# Manual Handling Checklist

What is the task? (I.e. lifting items, positioning equipment or pushing/pulling wheeled loads)	
How frequent is the task? (I.e. once per shift, once an hour)	
Is there a risk of injury?	YES / NO
What is the risk? (I.e., fatigue, back injury, MSDs, strains, sprains)	YES / NO
Can the task be avoided entirely or removed? If yes, amend the task accordingly.	YES / NO
Where the task cannot be avoided, what is the weight being moved manually?	
Does it exceed staff abilities?	YES / NO
Does the task include moving loads that are difficult to hold/manipulate?	YES / NO
Does the load obstruct vision?	YES / NO
Is there a risk of tripping due to impaired vision or uneven floors?	YES / NO
Is the load handled away from the body?	YES / NO
Do staff have to strain to reach if the task involves reaching upwards?	YES / NO
Does the task involve handling the load over long distances?	YES / NO
Do staff have to move the load up steps, inclines or on poor flooring?	YES / NO
Is the task repetitive?	YES / NO
Do staff have sufficient recovery time and breaks?	YES / NO
Is the risk a result of poor training?	YES / NO
Can supporting mechanical aids be used? (I.e. lifting equipment for lifting applications, electric tow tugs for the movement of heavy wheeled loads)	YES / NO
If yes, provide an overview of the potential aids required.	YES / NO
Can the process be modified to accommodate mechanical aids?	YES / NO
Is there still some risk of manual handling injury? If not, the assessment is complete.	YES / NO
<p>If the answer to any of these questions is yes, it's essential to investigate further. This checklist aims to provide a quick overview and is the first step in assessing and reducing the risk of injury associated with manual handling tasks.</p>	