

MANUAL HANDLING

Manual handling is a component of many work tasks. It may involve repetitive movements, lifting and carrying loads or even sedentary tasks such as using a computer. Manual handling is a major factor in workplace injuries. This checklist will help you address the manual handling issues in your workplace and reduce the risk of injuries due to manual handling. You should involve your workers in filling out the checklist.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date Checklist Completed:

Date Checklist to be Reviewed: (annually or when there is a change to the workplace):

Person who completed checklist:

Name

Position / Title:

Company/Workplace:

Work tasks

Can all materials be lifted and carried easily? ☐ Yes ☐ No

Are mechanical aids (such as trolleys and hoists) available and used? ☐ Yes ☐ No

Are workers trained in manual handling techniques and the use of mechanical aids? ☐ Yes ☐ No

Work equipment

Are work benches a comfortable height? ☐ Yes ☐ No

Are chair backs and seat heights adjustable? ☐ Yes ☐ No

Is office equipment (such as computer keyboards and screens) adjusted to avoid body strain? ☐ Yes ☐ No

Are storage shelves organised to minimise bending and stretching? ☐ Yes ☐ No

Work organisation

Are tasks rotated to avoid repetitive work? ☐ Yes ☐ No

Is work planned to balance out periods of high and low demand? ☐ Yes ☐ No

Are storage shelves organised to minimise bending and stretching? ☐ Yes ☐ No

Work organisation

Are tasks rotated to avoid repetitive work? ☐ Yes ☐ No

Is work planned to balance out periods of high and low demand? ☐ Yes ☐ No

Are workers able to take adequate breaks? ☐ Yes ☐ No

Work area

Do workers have adequate space to enable ease of movement? ☐ Yes ☐ No

Are items that are regularly-used within easy reach? ☐ Yes ☐ No

Is there sufficient area around machines or equipment to enable access for maintenance and repair? ☐ Yes ☐ No