Manual handling of loads: Assessment checklist

Section A – Preliminary

<table>
<tr><td>Task name:
Task description:

Load weight:
Frequency of lift:
Carry distances (if applicable):
Are other manual handling tasks carried out by these operators?

Assessment discussed with employees/safety representatives:</td><td>Is an assessment needed?

(An assessment will be needed if there is a potential risk of injury).

Yes/No*

*Circle as appropriate</td></tr>
<tr><td colspan="2">If ‘Yes’ continue. If ‘No’ the assessment need go no further.</td></tr>
<tr><td>Operations covered by this assessment (detailed description):

Locations:</td><td rowspan="2">Diagrams (other information including existing control measures):</td></tr>
<tr><td>Personnel involved:

Date of assessment:</td></tr>
<tr><td colspan="2">Overall assessment of the risk of injury? *Circle as appropriate

Low/Medium/High*

Make your overall assessment after you have completed Section B.</td></tr>
</table>