



MANUAL HANDLING ASSESSMENT

Manual handling task and location Loading and unloading materials from vehicles			Reference number: M1
Assessor Name: Patrick Mealey	Date of assessment: 16/01/2025	Personnel involved in task: Employees and contractors	
Load weight: The average weight is up to 25KG	Carrying distance: Average 3 metres	Frequency of: <ul style="list-style-type: none"> • lift: 10 times a day • Operation: as above 	Push/pulling: Distance: 3 metres Weight: up to 25kg
Operations covered by this assessment (Detailed description) The operation is loading and unloading vehicles both on site and back at the office of electrical materials and equipment.			

Section 1 Lifting and carrying						
Ref no	Hazard detail	Risk rating				Additional control measures
		Green	Amber	Red	Purple	
1	Lifting loads weight/frequency		√			
2	Carrying loads weight/frequency		√			

3	Hand distance from the lower back		√			Some bending from the vehicle and then upright.
4	Vertical lift region		√			
5	Torso twisting and sideways bending		√			
6	Asymmetrical torso and load carrying		√			
7	Postural constraints		√			With the removing from the vehicle there will be some restriction.
8	Grip on the load	√				
9	Floor surface		√			In the warehouse the floor is level, onsite they may be uneven.
10	Other environmental factors		√			In the warehouse it is a good environment and on the site there may be climate weather.
11	Carrying distance	√				
12	Obstacles en route		√			
13	Personal protective equipment (PPE)	√				Safety footwear is provided and worn by all site employees.
14	Training	√				
15	Individual capabilities	√				
16	Women of child bearing age	No new or expectance mothers to carryout this activity without approval from managers and occupational health.				
17	Psychosocial factors	√				

Section 2 team lifting						
18	Load weight	√				
19	Hand distance from lower back	√				
20	Vertical lift region	√				
21	Torso twisting and sideways bending		√			
22	Communication and co-ordination	√				
Section 3 pushing and pulling						
23	Pushing or pulling of a load	Is a full pushing and pulling assessment needed (If yes complete below)		(YES)	(NO)	
Task general information:						
24	Initial force to get the load moving	√				
25	Force to keep the load in motion	√				
26	Working pattern	√				
27	Floor condition		√			
28	Obstacles on route		√			
Loads on wheeled equipment						
Place the colour rating into the relevant column.		Small equipment	Medium equipment	Large equipment	Additional control measures	
29	Type of equipment and load weight	√				
30	Posture		√			
31	Hand grip	√				
32	Travel distance	√				
33	Condition of equipment	√√				
34	Other factors					

Loads without wheels						
Place the colour rating into the relevant column.		Rolling	Churning	Dragging, hauling or sliding	Additional control measures	
35	Activity and load weight	√				
36	Posture		√			
37	Hand grip	√				
38	Travel distance		√			
39	Other factors					
40	Is a repetitive tasks assessment needed (ART)? (YES) (NO) (If yes date completed and reference number:.....No.....)					

Action plan					
Ref no	Action required	Priority	Date action required by	Who is to take action	Completion date and signature

Assessors signature	Review Date	Managers name	Signature	Date
<i>P. Mealey</i>	16/01/2025	Patrick Mealey	<i>P. Mealey</i>	16/01/2026