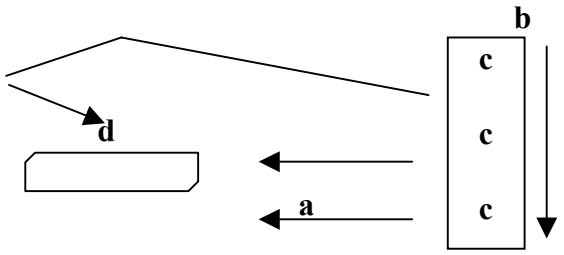
Appendix 8

Manual Handling of Loads: Assessment Checklist
Worked Example

Section A - Preliminary: * delete as appropriate

Job description: **Pallet loading : boxes containing coiled wire.**	Is an assessment needed? (i.e. is there a potential risk for injury, and are the factors beyond the limits of the guidelines?) Yes/~~No*~~

If Yes continue. If No the assessment need go no further.

Operations covered by this assessment (detailed description): **Operator lifts box, with hook grip, from conveyor, which is 20 inches above the ground, turns, walks 3 metres and lowers box onto a pallet on the ground. Boxes are piled six high on pallet.** Locations: **Wire factory only** Personnel involved: **One operator** Date of assessment: **05 May 2005**	Diagrams (other information): **a) worker** **b) conveyor** **c) 48kg boxes of wire** **d) pallet**  **Arrows show direction of conveyor belt and worker movements between conveyor and pallet.**

Section B - See over for detailed analysis.

Section C - Overall assessment of the risk of injury. ~~Low/Med~~/High*

Section D - Remedial action to be taken:

Remedial steps that should be taken, in order of priority:

1. **Review product design to reduce weight of load and improve grip.**
2. **Review process in light of changes agreed in 1. particularly on customer requirements and transportation.**
3. **Seek funding for magnetic lifting aid to help with transfer from conveyor to pallet.**
4. **Seek funding for pallet rotating/height adjustment equipment.**
5. **Operator to attend manual handling training.**
6. **Raise conveyor height by 15 inches.**
7. **Ensure full pallets are removed by pallet truck promptly.**
8. **Operations manager to ensure no rushing on this job.**

Date by which action should be taken:	**5 May 2005**		
Date for reassessment:	**5 May 2006**		
Assessor's Name:	**A N Onymous**	Signature:	***A N Onymous***

Sample