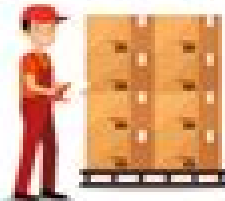


CARRYING OUT A MANUAL HANDLING RISK ASSESSMENT

1 IDENTIFY THE TASKS

Identify all manual handling tasks that employees perform. This involves observing the workplace and consulting with staff to understand their daily activities.

Common tasks might include lifting, carrying, pushing, pulling, and moving loads.



2 IDENTIFY THE HAZARDS

Determine the potential hazards associated with each task. Consider factors such as:

- A. Load
- B. Task
- C. Environment
- D. Individual



3 ASSESS THE RISKS

Evaluate the risks posed by the identified hazards. This involves considering the likelihood and severity of potential injuries. Use a risk matrix to rate the level of risk, ranging from low to high.



6 REVIEW AND UPDATE

Regularly review and update the risk assessment. This should be done periodically or whenever there are significant changes in the workplace, such as new equipment, processes, or personnel. Ensure that control measures remain effective and relevant.



5 RECORD THE FINDINGS

Document the risk assessment findings, including the hazards identified, the risks assessed, and the control measures implemented. This helps in maintaining a record for future reference and compliance with legal requirements.



4 IMPLEMENT CONTROL MEASURES

Introduce control measures to reduce or eliminate the risks. Control measures can include:

- A. Engineering Controls
- B. Administrative Controls
- C. Personal Protective Equipment (PPE)



General Risk Assessment Guidelines For Manual Handling

Huangqi Zhang



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