

Manual Handling of Loads: Assessment Checklist Worked Example

Section A - Preliminary:

* delete as appropriate

<p>Job description: Pallet loading : boxes containing coiled wire.</p>	<p>Is an assessment needed? (i.e. is there a potential risk for injury, and are the factors beyond the limits of the guidelines?)</p> <p style="text-align: right;">Yes/No*</p>
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If Yes continue. If No the assessment need go no further.

<p>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.</p> <p>Locations: Wire factory only</p> <p>Personnel involved: One operator</p> <p>Date of assessment: 05 May 2005</p>	<p>Diagrams (other information):</p> <p>a) worker b) conveyor c) 48kg boxes of wire d) pallet</p> <div style="text-align: center;"> <p>The diagram shows a worker (a) positioned between a conveyor belt (b) and a pallet (d). The conveyor belt is on the right, with a downward arrow indicating its direction. Three boxes (c) are shown on the pallet. Two arrows from the worker point towards the conveyor and the pallet, indicating movement directions.</p> </div> <p>Arrows show direction of conveyor belt and worker movements between conveyor and pallet.</p>
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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:

<p>Remedial steps that should be taken, in order of priority:</p> <ol style="list-style-type: none"> 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