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| **ES10** | **Manual Handling – Activity Filter** | | |
| **Unit Address** | |  | |
| **Risk Assessment Completed** | | Date | Signed |
| **1st review** | | Date | Signed |
| **2nd review** | | Date | Signed |
| **3rd review** | | Date | Signed |

**Note** - Risk assessments must be reviewed every 3 years, whenever there is a significant change in the activity, and following any incident involving the activity. Risk assessments must be retained for a period of 6 years.

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| Step 1 - Identify manual handling activities undertaken in the unit (tick each that applies)  For each activity, consider steps 2-4. Where the risk is not LOW, add the activity to the right-hand box. | | | | |
| Stacking/unstacking storage containers e.g. boxes, crates, sacks, food, consumables and cleaning products  Pushing wheeled racks e.g. roll cages, oven racks and trolleys, clearing, vending and hospitality  Handling food, drink and non-food containers e.g. casks/kegs, crates, cooking pans, service containers, oil drums, chemical barrels  Handling furniture and equipment e.g. folding dining tables (seats attached), chairs, kitchen and office equipment  Operating / using cleaning equipment e.g. floor scrubbers, mops, brushes  Handling portable equipment e.g. ladders, toasters, soup kettles, blenders  Other: | | | | |
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| Step 2 – Lifting and Lowering | | | | |
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| 1. Can the load be grasped with both hands? | YES | NO |  | Manual handling activities involving lifting and lowering that require risk assessment (MAN10a): |
| 2. Are the working conditions reasonable? | YES | NO |  |
| 3. Can the load be lifted from a stable body position? | YES | NO |  |
| 4. Does the handling involve torso twisting? | NO | YES |  |
| 5. Is the handling more frequent than one lift every two minutes? | NO | YES |  |
| 6. Is the handling done by a team together? | NO | YES |  |
| 7. Do the weights of the load vary from start to finish? | NO | YES |  |
| 8. Is the person lifting at significant risk? e.g. new or expectant mother, young worker, disability, health problem, recent injury? | NO | YES |  |
| 9. From the guidelines on p3, does the weight of the load exceed the value for lifting and lowering in that zone? | NO | YES |  |
| Lifting and lowering  risk is considered LOW | | | |
| Step 3 – Carrying | | | | |
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| 1. Is the load held against the body? | YES | NO |  | Manual handling activities involving carrying that require risk assessment (MAN10a): |
| 2. Is it carried no further than 10m without resting? | NO | YES |  |
| 3. Does carrying the load prevent the person from walking normally? | NO | YES |  |
| 4. Does carrying the load obstruct the view of the person carrying it? | NO | YES |  |
| 5. From the guidelines on p3, does the weight of the load exceed the value during carrying? | NO | YES |  |
| Carrying risk is considered LOW | | | |
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| Step 4 – Pushing and Pulling | | | | |
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| 1. Can the load be moved and controlled easily, for example by one hand? | YES | NO |  | Manual handling activities involving pushing and pulling that require risk assessment (MAN10b):  For pushing and pulling of Roll Cages refer to  Safety Task Card STC-COM09 |
| 2. Is the pushing and pulling force applied by the hands? | YES | NO |  |
| 3. Is the torso largely upright and not twisted? | YES | NO |  |
| 4. Are the hands between hip and shoulder heights? | YES | NO |  |
| 5. Is the distance moved without a pause or break no more than about 20m? | YES | NO |  |
| 6. Does the persons posture indicate significant force is required? Compare with diagrams on p3. | NO | YES |  |
| 7.Are there extra risk factors such as slopes, uneven floors, constricted spaces or trapping hazards? | NO | YES |  |
| Pushing and pulling  risk is considered LOW | | | |
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| Manual handling activity filter:  Lifting and Carrying  Risk Assessment  (MAN10a)  NOT REQUIRED  Carrying  LOW  Lifting and lowering  LOW  Pushing and pulling  LOW  Pushing and Pulling  Risk Assessment  (MAN10b)  NOT REQUIRED | | | | |

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| Manual Handling Weight Guidelines  These guidelines are not ‘safe limits’ for lifting and carrying. They use broad assumptions where, if met, the risk of injury is considered to be low. Working outside these limits is likely to increase the risk of injury. |
| Acceptable Push/Pull Postures |