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MANUAL HANDLING

RISK ASSESSMENT

Document ID: RA-007

**Document Approval History**

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**Document Revision History**

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| Risk Assessment Details |
| Work Activity Assessed: |  | Ref. No. |  |
| Location/site of work activity: |  | Date Assessment carried out: | dd/mm/yyyy |
| Persons carrying out assessment: | Name: | Positions: |
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| Reviewed by: |  |  |
| Approved by: |  |  |

| MANUAL HANDLING RISK ASSESSMENT  |
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| Activity | Hazards | Consequences | Existing Controls | S | L | R | Notes |
| **Working at Height** | * Lifting a load which is too heavy or too cumbersome
 | * Back injury
* Muscular sprain
* Trapped nerve
 | * Avoid manual handling as far as reasonably practicable.
* Physical and temperamental characteristics of the individual concerned shall be considered while choosing the person for the task.
* Ensure load is below the recognized permissible limit.
* Stand as close as possible to the weight.
 | 2 | 2 | 4 |  |
| * Poor posture or poor lifting techniques
 | * Back injury
* Muscular sprain
 | * Bend knees and be as close as possible to the load.
* Take regular breaks and rest
 | 2 | 2 | 4 |  |
| * Poor lighting condition
 | * Injury
 | * Proper lighting to be provided
 | 2 | 3 | 5 |  |
| * Insecure hold
* Dropping a load
 | * Damage to materials. Foot injury
* Fracture
 | * The maximum allowable load for manual lifting is 30 KG
* Stand as close as possible to the weight.
* State of the ground surface, headroom and temperature shall be considered prior to manual handling.
* Hand gloves shall be used for this task.
 | 2 | 3 | 5 |  |
| * Inadequate space
 | * Damage to materials. Personal injury
 | * Check for enough space for lifting and movement before attempting the same.
 | 2 | 3 | 5 |  |
| * Lifting sharp-edged or hot loads
 | * Cuts,
* Bruising,
* Abrasions,
 | * Avoid holding on sharp edges.
* Wear hand gloves for handling sharp edged objects.
 | 2 | 2 | 4 |  |

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| **Risk Calculation Matrix** |

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| **Severity (S)** |  |
| Designation | Description |
| 5 | Catastrophic event with the potential of over 10 fatalities (10 FWI) |
| 4 | Catastrophic event with the potential between two and 10 fatalities (between 2 – 10 FWI) |
| 3 | Significant event with the potential of between five major injures and two fatalities (between .5 and 2 FWI) |
| 2 | Significant event with the potential of a single major injury to five major injures (between .1 - .5 FWI) |
| 1 | Event with the potential for less than 20 minor injuries or a single major injury (less than .1 FWI) |

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| **Likelihood (L)** |
| Designation | Description |
| 5 | >75% Very likely the risk will occur. Risk would occur 5 times a year or more. |
| 4 | 51-75% Likely the risk will occur. Risk would occur between 1 and 5 times a year. |
| 3 | 21 – 50% Possible the risk will occur. Risk would occur between once in 5 years to just less than once a year |
| 2 | 5 – 20% Unlikely the risk will occur. Risk would occur between once in 25 years or up to once in 5 years. |
| 1 | <5% Very unlikely the risk will occur. Risk would occur less than once in 25 years |

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| **Risk Classification (R)** |
| **Likelihood** | 5 | 6 | 7 | 8 | 9 | 10 |
| 4 | 5 | 6 | 7 | 8 | 9 |
| 3 | 4 | 5 | 6 | 7 | 8 |
| 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Note: Risk = Likelihood + Severity | 1 | 2 | 3 | 4 | 5 |
|  | **Severity** |

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| **Risk Classification and Action** |
| Designation | Classification | Action |
| 7 to 10 | Unacceptable | This situation is not tolerable. Work shall not be started or continued until the risk has been reduced. If it is not possible to reduce the risk even with unlimited resources the work has to remain prohibited. |
| 6 | Unsatisfactory | Work may continue provided the risk has been reduced to the lowest level ALARP. The task will be reviewed frequently and additional controls will be put into place to mitigate the risk, such as supervision. |
| 4 to 5 | Tolerable | Work may only start if the risk has been reduced to ALARP. Where work is already underway effort will be expended within a defined period to make further improvements to reduce risk to ALARP. |
| 2 to 3 | Low | Work may be started or continued. Effort should still be made so that risk is maintained at a level that is ALARP. |