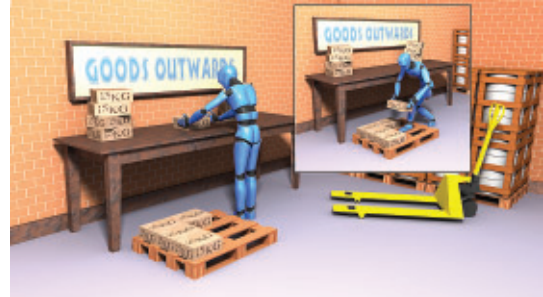


APPENDIX 2: MANUAL HANDLING RISK ASSESSMENT WORKSHEET (COMPLETED)

STAGE 1: TASK DESCRIPTION

The employee is working at a packing station which is at the end of the production process. The employee is required to transfer boxes weighing 15 kg from the workbench to the pallet on the floor.



STAGE 2: COLLECT ALL TECHNICAL DETAILS

- The boxes weigh 15 kg
- The employee has to lift a number of boxes into position on a pallet
- The employee has to work below knee height when positioning some boxes on the pallet
- The pallet is very close to the employee, which results in the employee engaging in an upper body twist when transferring the boxes to the pallet

STAGE 3: IDENTIFY THE RISK FACTORS

- The physical effort can involve a twisting movement of the trunk
- The load is positioned in a manner requiring it to be held with a bending of the trunk
- The work environment prevents the handling of loads at a safe height
- The activity requires over-frequent or over-prolonged physical effort involving the spine

STAGE 4: IDENTIFY THE IMPROVEMENTS TO BE PUT IN PLACE

- A high lift or variable height pallet truck is used and can be adjusted to optimum height as the pallet is being packed
- The staff are trained in the correct use of the pallet truck, including the benefits of setting the equipment to optimum height
- A job rotation system is introduced so that staff are not involved in this activity for long periods of time
- A conveyor table which is adjustable in height is sourced to allow the boxes to be rolled along the conveyor



STAGE 5: REVIEW EFFECTIVENESS OF THE SOLUTION