

# MANUAL HANDLING INFORMATION CHECKLIST

Form MHIC

<b>Task Location: Various Lampposts along Brackla Way</b>		
<b>Task Undertaken: Removing Hanging Basket Liners using a ladder for access.</b>		
<b>Questions to consider:</b>	<b>Yes / No</b>	<b>Comments</b>
<p><b>The Task</b> – does it involve:-</p> <p>Holding loads away from the trunk?</p> <p>Twisting or stooping?</p> <p>Reaching upwards?</p> <p>Large vertical movement?</p> <p>Long carrying distances?</p> <p>Strenuous pushing or pulling?</p> <p>Unpredictable movement of loads?</p> <p>Repetitive handling?</p> <p>Insufficient rest and recovery?</p> <p>A work rate imposed by a process?</p> <p><b>The Individual's capability</b> - does the job:-</p> <p>Require unusual capability?</p> <p>Endanger those with a health problem?</p> <p>Endanger those who are pregnant?</p> <p>Call for special information / training?</p> <p><b>The Loads</b> – are they:-</p> <p>Heavy?</p> <p>Bulky / unwieldy?</p> <p>Difficult to grasp?</p> <p>Unstable / unpredictable?</p> <p>Intrinsically harmful (e.g. sharp / hot)?</p> <p><b>The Environment:</b> are there:-</p> <p>Constraints on posture?</p> <p>Poor floors?</p> <p>Variations in levels?</p> <p>Hot / cold / humid conditions?</p> <p>Strong air movements?</p> <p>Poor lighting conditions?</p> <p><b>Other factors:</b></p>	<p>Yes</p> <p>No</p> <p>Yes</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>Yes</p> <p>No</p> <p>No</p> <p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>Possible</p> <p>Possible</p> <p>No</p> <p>Possible</p> <p>No</p> <p>No</p> <p>No</p>	<p>Hanging Basket liner lifted out of basket &amp; passed down to Assistant</p> <p>Slightly</p> <p>However rest in between each removal</p> <p>Vertigo</p> <p>However it is a male employee who undertakes the task</p> <p>Manual Handling, which has been undertaken by employee.</p> <p>Ladder could be on grass</p> <p>As above, grass could be uneven</p> <p>Gardener will avoid undertaking the task in wet or windy conditions</p>
Is movement or posture hindered by clothing or personal protective equipment?	No	
<b>Comments:</b>		
<b>Gardener trained in manual handling and would avoid undertaking the activity in bad weather conditions</b>		
<b>Completed by: Jayne Jowett</b>	<b>Date: 26/09/07</b>	
<b>Position: Clerk to Council</b>	<b>Link to RA Form Ref: RA23</b>	



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PENINSULA

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