For inanimate loads does the manual handling activity involve a risk of injury to employees?**

YES

Complete Manual Handling (inanimate loads) Task Identification Record (NHSF:008:T3)

Complete task specific manual handling risk assessment (NHSF:008:T1) in consultation with employees

To be applied to an individual employee or a workforce

NO

Stop here.
No further assessment is required

Determine Risk Rating

Red (residual risk)

Amber (residual risk)

Green (residual risk)

Are control measures easily identified?

NO

YES

Complete appropriate supplementary risk assessment tool to identify targeted risk factors

Implement identified controls within identified time periods

Note: To support the completion of a supplementary risk assessment tool competent advice is available through the local Health and Safety Officer or the Health and Safety Helpdesk:
(1800 420 420)
https://healthservice.hse.ie/staff/health-and-safety/

Supplementary Risk Assessment Tools
Examples include:

- MAC Tool (if task involves carrying, lifting)
- RAPP Tool (if task is specific to pull/push risks)
- ART Tool (if task involves repeated awkward postures and involves upper limbs/upper body primarily)

Continue to monitor and review effectiveness

Note: Where circumstances change for an individual employee (e.g.) pregnancy, ill-health , disability

Update the existing HSE manual handling task specific risk assessment form (NHSF:008:T1) by documenting any identified additional controls and appending supplementary risk assessment

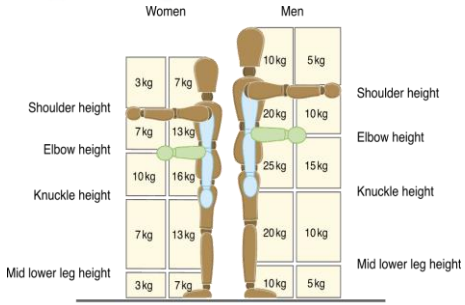
Implement additional controls [3] within identified time periods

Guidance notes

**Where manual handling cannot be avoided and the load which by reason of its characteristics or unfavourable ergonomic conditions, involves risk, particularly of back injury, to employees
Consider:

1	Does the load exceed the guideline weights[1]?
2	Does the load NOT exceed the guideline weights BUT involves awkward postures imposed by a work activity or the environment, or is repetitive[2]?
3	Is the manual handling task associated with any Unit/ Department incidents/ill health?
4	Have staff reported any issues associated with the manual handling task?

[1] The load weight exceeds the guideline lifting and lowering weights outlined in General Application Regulations 2007



[2] Repetitive - an activity is considered repetitive if cycle time is two minutes or less and is repeated throughout a shift and highly repetitive tasks have cycle times of thirty seconds or less

[3] Where implementation of identified control(s) is not feasible appropriate actions are required to be communicated in line with local agreed routes and processes for the communication, notification and escalation of risk.

*Risk assessments must be reviewed on an annual basis or where:
a)There has been significant change in the matters to which they relate
b)There is another reason to believe they are no longer valid