

**The Factors which an Employer must take into account and the questions he/she must consider when making an assessment of manual handling operations**

(Taken from the Manual Handling Operations Regulations 1992, Schedule 1)

<b><i>Factors</i></b>	<b><i>Questions</i></b>
1. The tasks	<p><b>Do they involve:</b></p> <ul style="list-style-type: none"> <li>—holding or manipulating loads at distance from trunk?</li> <li>—unsatisfactory bodily movement or posture, especially:               <ul style="list-style-type: none"> <li>—twisting the trunk?</li> <li>—stooping?</li> <li>—reaching upwards?</li> </ul> </li> <li>—excessive movement of loads, especially:               <ul style="list-style-type: none"> <li>—excessive lifting or lowering distances?</li> <li>—excessive carrying distances?</li> <li>—excessive pushing or pulling of loads?</li> </ul> </li> <li>—risk of sudden movement of loads?</li> <li>—frequent or prolonged physical effort?</li> <li>—insufficient rest or recovery periods?</li> <li>—a rate of work imposed by a process?</li> </ul>
2. The loads	<p><b>Are they:</b></p> <ul style="list-style-type: none"> <li>—heavy?</li> <li>—bulky or unwieldy?</li> <li>—difficult to grasp?</li> <li>—unstable, or with contents likely to shift?</li> <li>—sharp, hot or otherwise potentially damaging?</li> </ul>

<p>3. The working environment</p>	<p><b>Are there:</b></p> <ul style="list-style-type: none"> <li>—space constraints preventing good posture?</li> <li>—uneven, slippery or unstable floors?</li> <li>—variations in level of floors or work surfaces?</li> <li>—extremes of temperature or humidity?</li> <li>—conditions causing ventilation problems or gusts of wind?</li> <li>—poor lighting conditions?</li> </ul>
<p>4. Individual capability</p>	<p><b>Does the job:</b></p> <ul style="list-style-type: none"> <li>—require unusual strength, height, etc?</li> <li>—create a hazard to those who might reasonably be considered to be pregnant or to have a health problem?</li> <li>—require special information or training for its safe performance?</li> </ul>
<p>5. Other factors</p>	<p><b>Is movement or posture hindered by personal protective equipment or by clothing?</b></p>