Manual Handling Process

PLANNING MANUAL HANDLING

PRELIMINARY ASSESSMENT

Is there a risk of injury due to manual handling?

NO → No further action needed. Observe good handling technique

YES

Can manual handling be avoided?

YES → No further action needed.

NO

STAGE ONE SIMPLE ASSESSMENT

STAGE 1 ASSESSMENT

Can the activity be managed as part of a Stage 1 Assessment?

YES → No further action needed. Complete MHA1 and MHA3 and keep a copy. Observe good handling technique.

NO

STAGE TWO ASSESSMENT

STAGE TWO FULL ASSESSMENT

APPLY 'TILE'

Carry out a Stage 2 Manual Handling Assessment AND complete MHA3

→ Draft a manual handling safe working procedure