



MANUAL HANDLING

RA NO

DATE

H.T.I Score	9	Medium-Regular monitoring, Supervision
Contract		
Persons involved in RA	Name	Signatures
Foreman		
Second Foreman		
Safety Officer		
Representative		

Documentation Required	Training Required	PPE and Safety Equipment Required
OHS Act and Construction Regulations	General induction - all employees	Safety Footwear
Appointment 6(1)	Toolbox talks	Gloves

Activity Steps		Hazards and Risks	Preventative Measures	Rating
1	Moving of heavy material or equipment	Using incorrect lifting techniques may cause back injuries	Employees to be trained in correct lifting techniques.	12
		Materials may fall on feet and cause injuries	Protective footwear to be worn.	9
2	Pinch points	Pinch points may cause injuries to hands and fingers.	Gloves to be worn	6
3	Sharp edges	Sharp edges on objects may cause injuries to hands and fingers.	Gloves to be worn	6
4	Heavy or awkwardly shaped objects	One person moving heavy or awkwardly shaped equipment or material alone may cause injuries	Sufficient employees must be used to carry heavy objects. Employees to maintain good communications.	12