Quick Card

**Health & Safety**

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**RISK ASSESSMENTS - MANUAL HANDLING OF LOADS**

**Content**

|  |  |  |
| --- | --- | --- |
|  | [Manual Handling Risk Assessment](#MHRA)  | p1 |
|  | [General Risk Assessment Guidance line and HSE Manual Handling Assessment Chart (MAC tool)](#guidance) | p2 |
|  | [Model Generic Risk Assessments](#model)   | p4 |
|  | [Corporate Manual Handling Assessment Template](#template)  | P9 |
|  | [Manual Handling Assessment Process Flowchart](#flowchart) | p10 |
|  | [Making an assessment – What you need to consider](#consider) | p11 |

1. **Manual Handling Risk Assessments**

To assist managers with complying with their duties under the Manual Handling Operations Regulations 1992 (as amended) LCC have produced a number a key Model Generic Risk Assessments covering typical tasks.

All assessment must be signed and dated by the managers once all foreseeable hazards and suitable control measures have been identified, made available to all relevant personnel and regularly reviewed to ensure the control remain effective.

Please note a detailed full assessment may be required for certain individuals (young person, pregnant workers, people with disabilities) or if the risks increase beyond the guidelines detailed in section 2. See section 4 for Blank Corporate MH risk assessment form for recorded MH risk assessments

To assist managers to identify the level of manual handling assessment required a flowchart is available in section 5, along with guidance on key considerations when undertaking a manual handling risk assessment in section 6.

Section 3 contains several generic assessments that can be used by managers/ employees to cover basic Manual Handling (MH) Operations within their service areas. They contain guidance on policies, procedures and best practice controls applicable to a range of Manual Handling tasks.

When Model Generic Risk Assessments have been amended to cover new specific MH operations managers are requested to forward copies of these assessments to the Corporate Health and Safety Adviser so they can be included within G28 for other managers within LCC to use.

1. **General Risk Assessment Guidelines & HSE Manual Handling Assessment Chart (MAC tool)**

(INDG143 (01/20) Manual Handling at Work: A Brief Guide) Health and Safety Executive

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**Lifting and lowering diagram**

* Use the diagram to make a quick and easy assessment. Each box contains a guideline weight for lifting and lowering in that zone. (As you can see, the guideline weights are reduced if handling is done with arms extended, or at high or low levels, as that is where injuries are most likely to occur.)
* Observe the work activity you are assessing and compare it to the diagram. First, decide which box or boxes the lifter’s hands pass through when moving the load. Then, assess the maximum weight being handled. If it is less than the figure given in the box, the operation is within the guidelines.
* If the lifter’s hands enter more than one box during the operation, use the smallest weight. Use an in-between weight if the hands are close to a boundary between boxes.
* The guideline weights assume that the load is readily grasped with both hands and that the operation takes place in reasonable working conditions, with the lifter in a stable body position.

**Twisting**

* Reduce the guideline weights if the handler twists to the side during the operation. As a rough guide, reduce them by 10% if the handler twists beyond 450, and by 20% if the handler twists beyond 900.

**Frequent lifting and lowering**

* The guideline weights are for infrequent operations - up to about 30 operations per hour - where the pace of work is not forced, adequate pauses to rest or use different muscles are possible, and the load is not supported by the handler for any length of time. Reduce the weights if the operation is repeated more often. As a rough guide, reduce the weights by 30% if the operation is repeated once or twice per minute, by 50% if the operation is repeated five to eight times a minute, and by 80% where the operation is repeated more than 12 times a minute.

**Pushing and pulling**

(INDG143 (01/20) Manual Handling at Work: A Brief Guide) Health and Safety Executive

The task is within the guidelines if the following figures are not exceeded:

|  |  |  |
| --- | --- | --- |
|  | **Men** | **Women** |
| Force to stop or start the load | 20 kg | 15 kg |
| Sustained force to keep the load in motion | 10 kg | 7 kg |

For further information and examples of forces required to push or pull loads see [INDG143 - ‘INDG143 (01/20) Manual Handling at Work: A Brief Guide’](http://www.hse.gov.uk/pubns/indg143.pdf) (page 9)

**Using the results: Do I need to make a more detailed assessment?**

Using the diagram is a first step. If it shows the manual handling is within the guideline figures (bearing in mind the reduced limits for twisting and for frequent lifts) you need not do any more in most cases. But you will need to make a more detailed assessment if:

* the conditions given for using the guidelines (e.g. that the load can be readily grasped with both hands) are not met;
* the person doing the lifting has reduced capacity, e.g. through ill health or pregnancy;
* the handling operation must take place with the hands beyond the boxes in the diagram; or
* the guideline figures in the diagram are exceeded.

For pushing and pulling, you should make a more detailed assessment if:

* there are extra risk factors like uneven floors or confined spaces;
* the worker can’t push or pull the load with their hands between knuckle and shoulder height;
* the load has to be moved for more than about 20 m without a break; or
* the guideline figures in the table are likely to be exceeded.

**HSE MANUAL HANDLING ASSESSMENT CHART (THE MAC TOOL)**

**Lifting, Carrying and Team Lifting Risk Assessment Tool**

The MAC tool has been developed by the Health and Safety Executive to help the user identify **high risk** workplace manual handling activities.

The tool can be used to assess the risks posed by lifting, carrying and team manual handling activities. It is designed to help you understand, interpret and categories the level of risk of the various known risk factors associated with manual handling activities. The MAC incorporates a numerical and a colour coding score system to highlight high risk manual handling tasks.

A detailed assessment of every manual handling operation could be a major undertaking and might involve wasted effort. Many handling operations, for example the occasional lifting of a small lightweight object, will involve negligible handling risk. To help identify situations where a more detailed risk assessment in necessary the HSE has developed a filter to screen out straightforward cases.

Using the MAC will help with the initial screening of possible high risk manual handling activities within the workplace. However, the MAC is NOT appropriate for all manual handing operations, and does NOT comprise a full risk assessment. Therefore it is unlikely to be acceptable if relied upon alone. To be "suitable and sufficient", a risk assessment will normally need to take account of additional information such as individual capabilities (factors), and should conform to the requirements in the [L23](http://www.hse.gov.uk/pubns/priced/l23.pdf).

The MAC tool is to be used to assist managers identify the high, medium and low lifting and carrying risks and then identify suitable control measures within a manual handling operation. This information will then be transferred on to the Corporate Manual Handling Assessment form.

Persons with knowledge and experience of the handling operations, industry specific guidance, and specialist advice, may be of assistance. Users must consult and involve employees and safety representatives.

For further information on MAC, Lifting, Carrying and Team Handling please click below.

[HSE – The Manual Handling Assessment Chart (MAC) web-page](http://www.hse.gov.uk/msd/mac/index.htm)

[HSE – MAC Tool Guidance](http://www.hse.gov.uk/pubns/indg383.pdf)

[HSE – MAC Tool Interactive Score Sheet](http://www.hse.gov.uk/msd/mac/scoresheet.htm)

[HSE – Lifting Operation webpage](http://www.hse.gov.uk/msd/mac/liftintro.htm)

[HSE – Carrying Operation webpage](http://www.hse.gov.uk/msd/mac/carryintro.htm)

[HSE – Team Lifting Handling webpage](http://www.hse.gov.uk/msd/mac/teamintro.htm)

**3. Model Generic Risk Assessments**

Below are several model manual handling risk assessment for manager to use as a base for undertaking their own assessments that are relevant for manual handling operations t undertaken by their service area(s).

|  |  |  |
| --- | --- | --- |
|  | **Description** | **Date Produced** |
| 3.1 | [Moving Loading in an Office Environment](#model1) | April 2021 |
| 3.2 | [Changing Water Containers](#model2) | April 2021 |
| 3.3 | [Moving Work Equipment Between Sites (Mobile Workers)](#model3) | April 2021 |
| 3.4 | [Pushing & Pulling Wheeled Objects](#model4) | April 2021 |

**3.1 MODEL GENERIC RISK ASSESSMENT - MOVING LOADS/OBJECTS IN AN OFFICE ENVIRONMENT**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Directorate** | Resources Business Support | **Area/Activities** | Moving and Handling of Loads in Offices  | **Carried out by** | Manager  | **Date:** | April 2021 | Sheet 1 of 4 |
| **Hazards** | **Who might be harmed** | **Existing Controls****(Or proposed controls in the case of a new activity)** | **\*Risk rating with existing or proposed controls** | **Are risks adequately controlled Yes/No** | **If No, what further actions are required to reduce the risks** |
|  |  |  |  |  |
| Occasional lifting and carrying of boxes, files, stationery and small equipment in office locations.Risk of :* musculoskeletal disorders
* injuries to feet from falling objects
* cuts, bruises
* falls injuries
 |  Employees(TraineesStudentsTemporary StaffVolunteers) | Managers/employees to refer to G28 guidance Employees to inform manager of any health conditions which may affect ability to move and handle objects. Manager to carry out individual assessment if problems reported if necessary revise/restrict moving and handling tasks until further advice from occupational health obtained.Manual Handling training\* to be arranged or completed for all employees, Records to be kept.Employees to follow good handling techniques as detailed in POEL 29 eg* Provide/use barrows or trolleys check in good working order
* Break down loads
* Get assistance eg with doors
* Adopt team lift for heavier items
* Consider environment
* Is PPE required? Eg Gloves/safety boots

Employees to report hazards or if accidents occur. | Likelihood 3Severity 2Risk = 3 x 2 = 6 | Yes | Significant moving and handling tasks to be assessed in detail considering: * Task
* Load
* Individual Capability1 ie *those with medical conditions or disability, young workers or p*regnant workers
* Environment
* Other factors such as PPE or equipment

\*Training for office staff egInductionLocal instructionsShort training course Online training1Managers to obtain advice from Occupational Health where necessary. |

|  |  |  |
| --- | --- | --- |
|  | **Likelihood of Occurrence x Severity of Harm = RRS** | **\*Risk Rating Score (RRS)** |
| **Likelihood of Occurrence** | 1 Rare, 2 Unlikely, 3 Moderate, 4 Likely, 5 Almost certain | **Very Low** | **Low** | **Medium**  | **High**  | **Very High** |
| **Severity of injury** | 1 Minor, 2 Moderate, 3 Significant, 4 Major, 5 Catastrophic | **1-5** | **5-10** | **10-15** | **15-20** | **20-25** |

**3.2** **MODEL GENERIC RISK ASSESSMENTS – Changing Drinking Water Container**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Directorate** | Resources | **Area/Activities** | Changing drinking water containers | **Carried out by** | Manager | **Date:** | April 2021 | Sheet 2 of 4 |
| **Hazards** | **Who might be harmed** | **Existing Controls****(Or proposed controls in the case of a new activity)** | **\*Risk rating with existing or proposed controls** | **Are risks adequately controlled Yes/No** | **If No, what further actions are required to reduce the risks** |
|  |  |  |  |  |
| Changing drinking water containers.19 litre containers weigh 19kg.12 litre containers weigh 12kg. | Employees | Managers/employees to refer to G28, L23 and The water containers are delivered to the dispenser by the supplier and kept in a rack or on table next to the dispenser to make lifting easier.Containers are only changed by designated employees who agree they have adequate individual capability for lifting and positioning the water containers on the dispenser. Other employees are instructed not to attempt to change these containers and not attempt this task if lone-working.Appropriate assistance to be available 12 litre water containers to be purchased for offices where no one has adequate capability for lifting and positioning the 19 litres containers.All persons designated to change the containers receive training\* in the correct manual handling techniques and records are kept.Employee to report hazards or if accidents occur | Likelihood 3Severity 3 Risk = 3 x 3 = 9 | YesBut it would be better to avoid the task if possible. | The possibility of fitting mains-fed drinking water dispensers to be investigated to avoid the manual handling tasks and also the hazards associated with the storage of up to 6 water containers at each dispenser.Training for staff egInduction, Local instruction/DVD short training courses/toolbox talk/ e-learning/ on-line training.Managers to obtain advice from Occupational Health/Health and Safety Adviser where necessary  |

|  |  |  |
| --- | --- | --- |
|  | **Likelihood of Occurrence x Severity of Harm = RRS** | **\*Risk Rating Score (RRS)** |
| **Likelihood of Occurrence** | 1 Rare, 2 Unlikely, 3 Moderate, 4 Likely, 5 Almost certain | **Very Low** | **Low** | **Medium**  | **High**  | **Very High** |
| **Severity of injury** | 1 Minor, 2 Moderate, 3 Significant, 4 Major, 5 Catastrophic | **1-5** | **5-10** | **10-15** | **15-20** | **20-25** |

**3.3 MODEL GENERIC RISK ASSESSMENTS – Moving Work Equipment & Loads Between Sites (Mobile Workers)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Directorates** | All Directorates  | **Area/Activities** | Moving work equipment and loads between sites(Mobile workers) | **Carried out by** | Manager | **Date:** | April 2021 | Sheet 3 of 4 |
| **Hazards** | **Who might be harmed** | **Existing Controls****(Or proposed controls in the case of a new activity)** | **\*Risk rating with existing or proposed controls** | **Are risks adequately controlled Yes/No** | **If No, what further actions are required to reduce the risks** |
|  |  |  |  |  |
| Moving and handling small items of work equipment between sites and work locations.eg laptops, IT equipment, bags Potential risks :* musculoskeletal disorders
* injuries to feet from falling objects
* cuts, bruises
* falls
* fatigue
 | Employees classed asMobile workersAny staff who transport work equipment eg laptops between sites | Controls as for Moving and Handling of Loads in OfficesManagers to pay particular attention to:* Individual capability of employees and medical conditions which may be affected
* Lone workers
* Provision of handling aids eg trolleys

Employees to pay particular attention to:* Reduce loads eg organise bags to reduce weights carried between sites.
* Use a suitable bag
* If more than one bag carried distribute weight evenly.
* Provision of IT trolley bags may help nb can be heavy to lift into car
* Footwear / clothing if walking distances to car/site
* Correct techniques applied for lifting equipment in and out of car
 | Likelihood 3Severity 3 Risk = 3 x 3 = 9 | Yes | Individual detailed risk assessment may be required or further assistance obtained from Occupational Health Provider |

|  |  |  |
| --- | --- | --- |
|  | **Likelihood of Occurrence x Severity of Harm = RRS** | **\*Risk Rating Score (RRS)** |
| **Likelihood of Occurrence** | 1 Rare, 2 Unlikely, 3 Moderate, 4 Likely, 5 Almost certain | **Very Low** | **Low** | **Medium**  | **High**  | **Very High** |
| **Severity of injury** | 1 Minor, 2 Moderate, 3 Significant, 4 Major, 5 Catastrophic | **1-5** | **5-10** | **10-15** | **15-20** | **20-25** |

**3.4 MODEL GENERIC RISK ASSESSMENT – PUSHING & PULLING WHEELED OBJECTS**

|  |  |  |
| --- | --- | --- |
|  | **Likelihood of Occurrence x Severity of Harm = RRS** | **\*Risk Rating Score (RRS)** |
| **Likelihood of Occurrence** | 1 Rare, 2 Unlikely, 3 Moderate, 4 Likely, 5 Almost certain | **Very Low** | **Low** | **Medium**  | **High**  | **Very High** |
| **Severity of injury** | 1 Minor, 2 Moderate, 3 Significant, 4 Major, 5 Catastrophic | **1-5** | **5-10** | **10-15** | **15-20** | **20-25** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Directorates** | All Directorates  | **Area/Activities** | Pushing pulling loads e.g. wheelbarrows, bins, trolleys | **Carried out by** | Manager | **Date:**  | April 2021 | Sheet 4 of 4 |
| **Hazards** | **Who might be harmed** | **Existing Controls****(Or proposed controls in the case of a new activity)** | **\*Risk rating with existing or proposed controls** | **Are risks adequately controlled Yes/No** | **If No, what further actions are required to reduce the risks** |
|  |  |  |  |  |
| Pushing and pulling of loads or objectsWheelbarrowSack barrowTrolley or flat bed Catering trolley Bins Gym Equipment * musculoskeletal disorders
* injuries to feet from falling objects or wheels
* contact injuries
* cuts, bruises
* falls
* fatigue
 | EmployeesVolunteersPupils/ChildVisitorsContractors | Managers/employees to refer to G28, L23 Employees to inform manager of any health conditions which may affect ability to carry out task and restrict individuals where necessary. Manual Handling training\* to be arranged or completed for all employees, Records to be kept.Employees to follow good pushing/pulling techniques as detailed in above guidance eg* Check trolley/barrow in good working order, check wheels, tyres, handgrips in place (maintenance checks)
* Check weight of load prior to task
* Check load, eg if hot, sharp, etc and adjust
* Break down loads/weight to transport
* Get assistance eg with doors
* Consider environment and weather
* Ensure correct footwear
* Apply force at approximately waist height and avoid lower or above shoulder height forces
* Consider extra force and fitness required for longer distances or slopes
* Is PPE required? eg gloves/safety boots

Employees to report hazards or if accidents occur | Likelihood 3Severity 3 Risk = 3 x 3 = 9 | Yes | Additional notesSchools to adapt for gym equipment according to Baalpe guidanceSupervision if pupils/service users involved\*Training for staff egInductionLocal instructions/DVDShort training course Online trainingManagers to obtain advice from Occupational Health/Health and Safety Adviser where necessary. |

**4. CORPORATE MANUAL HANDLING ASSESSMENT TEMPLATE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Directorates** |  | **Area/Activities/****Task/Operation** |  | **Carried out by** |  | **Date:** |  | Sheet 1 of ? |
| **Hazards** | **Who might be harmed** | **Existing Controls****(Or proposed controls in the case of a new activity)** | **\*Risk rating with existing or proposed controls** | **Are risks adequately controlled Yes/No** | **If No, what further actions are required to reduce the risks** |
|  |  |  |  |  |
| [TILEO Hazards page 5](https://www.hse.gov.uk/pubns/indg143.pdf) |  |  |  |  |  |
|  |
| [**M.A.C Hazards**](#MAC) |  |  |  |  |  |
|  |
| [**Pushing & Pulling Hazards page 9**](https://www.hse.gov.uk/pubns/indg143.pdf) |  |  |  |  |  |
|  |
|  |  |  |  |  |  |
| **Print Name:**  |  | **Signature:**  |  | **Date:** |  |

|  |  |  |
| --- | --- | --- |
|  | **Likelihood of Occurrence x Severity of Harm = RRS** | **\*Risk Rating Score (RRS)** |
| **Likelihood of Occurrence** | 1 Rare, 2 Unlikely, 3 Moderate, 4 Likely, 5 Almost certain | **Very Low** | **Low** | **Medium**  | **High**  | **Very High** |
| **Severity of injury** | 1 Minor, 2 Moderate, 3 Significant, 4 Major, 5 Catastrophic | **1-5** | **5-10** | **10-15** | **15-20** | **20-25** |

**5.** **MANUAL HANDLING RISK ASSESSMENT PROCESS FLOW**

No Manual Handling Risk Assessment required.

**Step 1**

Does the task/job involve Manual Handling (MH)?

i.e. push/pull/lift/carrying or move an object by bodily force

**No**

**Yes**

Include the MH operation within your standard task Risk Assessment ([G1.2](https://professionals.lincolnshire.gov.uk/downloads/file/1087/g1-2-significant-findings-of-risk-assessments))

Or

Include one of the generic MH risk assessment

See [Appendix C](https://professionals.lincolnshire.gov.uk/downloads/file/831/g28-appendix-e-model-generic-risk-assessments)

**Yes**

**Step 2**

Is the MH Operation within the guide-lines?

See [Appendix D](https://professionals.lincolnshire.gov.uk/downloads/file/826/g28-appendix-b-risk-assessment-guidelines)

**No**

Complete relevant Generic MH assessment with Name, Date and Signature, implement controls and make all employees aware of the assessment.

**Step 3**

Does one of the Generic MH Risk Assessment in [Appendix C](https://professionals.lincolnshire.gov.uk/downloads/file/831/g28-appendix-e-model-generic-risk-assessments) cover the MH operation?

**Yes**

**No**

Make the necessary amendments to the Generic MH Risk Assessment to cover your MH operation. Add Name, Date and Signature, implement controls and make all employees aware of the assessment.

**Step 4**

Can one of the Generic MH Risk Assessment in [Section 3](#model) be easily amended to cover your MH operation?

**Yes**

**No**

**Step 5**

Does the MH operation consist of:-

1. Any pushing & pulling operation?
2. Lifting & Carrying operations?
3. Team Lifting?
4. Twisting, reaching, stretching?
5. A mixture of the above?

a) Use the HSE [MAC guidance](https://professionals.lincolnshire.gov.uk/downloads/file/828/g28-appendix-c-mac-tool), [L23](http://www.hse.gov.uk/pubns/priced/l23.pdf), [MH guidance](#guidance), [consideration table](#consider)  & [HSE guidance on Pushing & Pulling](https://www.hse.gov.uk/pubns/indg478.pdf) to identify hazards and controls, complete a specific MH Risk Assessment for your MH operation using the [Corporate MH Risk Assessment Form](#template) .

b) Sign, Date and Signature, implement controls and make all employees aware of the assessment.

**Yes**

**6.** **Making an assessment – What you need to consider**

|  |  |
| --- | --- |
| **Risks to look for when making an assessment** | **Ways of reducing the risk of injury** |
| **The tasks:** Do they involve: * holding loads away from the body?
* twisting, stooping or reaching upwards?
* large vertical movement?
* Insufficient rest or recovery time?
* a work rate imposed by a process?
 | * long carrying distances?
* strenuous pushing or pulling?
* repetitive handling?
* risk of sudden movement of loads?
 | **Can you:*** use a lifting aid?
* change workplace layout to improve efficiency?
* reduce the amount of twisting and stooping?
* avoid lifting from floor level or above shoulder height, especially heavy loads?
* reduce carrying distances?
 | * use powered handling devices to eliminate pushing and pulling?
* avoid repetitive handling?
* take steps to reduce fatigue?
* vary the work, allowing one set of muscles to rest while another is used?
 |
| **Handling aids and equipment**  Consider:* is the device the correct type for the job?
* is it well maintained?
* are the wheels on the device suited to the floor surface?
* are there any brakes? If so, do they work
 | * do the wheels run freely?
* is the handle height between the waist and shoulders?
* are the handle grips in good condition and comfortable?
 | **Can you:** * provide equipment that is more suitable for the task?
* carry out planned preventive maintenance to prevent problems?
* change the wheels, tyres and/or flooring so that equipment moves easily?
 | * provide better handles and handle grips?
* make the brakes easier to use, reliable and effective?
 |
| **The working environment:** Are there: * restrictions on posture?
* bumpy, obstructed or slippery floors?
* variations in floor levels?
* hot/cold/humid conditions?
* gusts of wind or other strong air movements?
* poor lighting conditions?
* restrictions on movements from clothes or PPE?
 | **Can you:*** remove obstructions to free movement?
* provide better flooring and/or slip-resistant footwear?
* avoid steps and steep ramps?
* prevent extremes of hot and cold?
* improve ventilation?
* improve lighting?
* provide suitable protective clothing or PPE that is less restrictive?
 |
| **The loads** Are they:* heavy or bulky?
* difficult to grasp?
* unstable or likely to move unpredictably?
 | * harmful, eg sharp or hot?
* awkwardly stacked?
* too large for the handler to see over?
 | **Can you make the load:*** lighter or less bulky?
* easier to grasp?
* more stable?
 | * less harmful?
* evenly stacked?
 |
| If the load comes in from elsewhere, have you asked the supplier to help, e.g. by providing handles or smaller packages? |
| **Work organisation factors** Consider: * is the work repetitive? is the work machine or system-paced?
* do workers feel the demands of the work are excessive?
 | * do workers have little control of the work and working methods?
* is there poor communication between managers and workers?
 | **Can you**: * change tasks to increase variety?
* adjust the work rate?
* make more use of workers’ skills?
 | * make workloads and deadlines more achievable?
* involve workers in decisions?
* encourage good communication and teamwork?
* provide better training and information?
 |
| **Individual capacity** Does the job: * require unusual capability, e.g. above average strength or agility? pose a risk to those with a health problem or learning/physical disability?
* pose a risk to new or expectant mothers?
 | * pose a risk to new or young workers?
* call for special information or training?
 | **Can you:*** consider the design of the task?
* pay particular attention to those who have a physical weakness?
* take extra care of, e.g. new or expectant mothers and new/young workers?
 | * give your workers more information, e.g. about the range of tasks?
* provide more training?
* get advice from an occupational health advisor if you need to?
 |