

ASSESSMENT OF MANUAL HANDLING TASKS BASED ON KEY INDICATORS Version 2001

Where there are a number of individual activities with considerable physical strains, they must be estimated separately.

Workplace/Activity:





1st step: Determination of time rating points (Select only one column !)

| Lifting or displacement operations (< 5 s) | | Holding (> 5 s) | | Carrying (> 5 m) | |
|---|--------------------|---|--------------------|---|--------------------|
| Number on working day | Time rating points | Total duration on working day | Time rating points | Overall length on working day | Time rating points |
| < 10 | 1 | < 5 min | 1 | < 300 m | 1 |
| 10 to < 40 | 2 | 5 to 15 min | 2 | 300 m to < 1km | 2 |
| 40 to < 200 | 4 | 15 min to < 1 hr | 4 | 1 km to < 4 km | 4 |
| 200 to < 500 | 6 | 1 hrs to < 2 hrs | 6 | 4 to < 8 km | 6 |
| 500 to < 1000 | 8 | 2 hrs to < 4 hrs | 8 | 8 to < 16 km | 8 |
| ≥ 1000 | 10 | ≥ 4 hrs | 10 | ≥ 16 km | 10 |
| <i>Examples:</i> • laying bricks, • placing workpieces into a machine • taking boxes out of a container and putting them onto a conveyor belt | | <i>Examples:</i> • holding and guiding a cast iron slug while working on a wheel stand, • operating a hand grinding machine, • operating a weed-eater | | <i>Examples:</i> • furniture removal, • delivering scaffolding parts to a building site | |

2nd step: Determination of rating points of load, posture and working conditions

| Effective load ¹⁾ for men | Load rating point | Effective load ¹⁾ for women | Load rating point |
|--------------------------------------|-------------------|--|-------------------|
| < 10 kg | 1 | < 5 kg | 1 |
| 10 to < 20 kg | 2 | 5 to <10 kg | 2 |
| 20 to < 30 kg | 4 | 10 to <15 kg | 4 |
| 30 to < 40 kg | 7 | 15 to < 25 kg | 7 |
| ≥ 40 kg | 25 | ≥ 25 kg | 25 |

1) „Effective load“ means in this context the real action force which is necessary for moving load. This action force does not correspond to the load mass in each case. When tilting a carton, only 50 % of the load mass will have an effect on worker and when using a cart only 10 %.

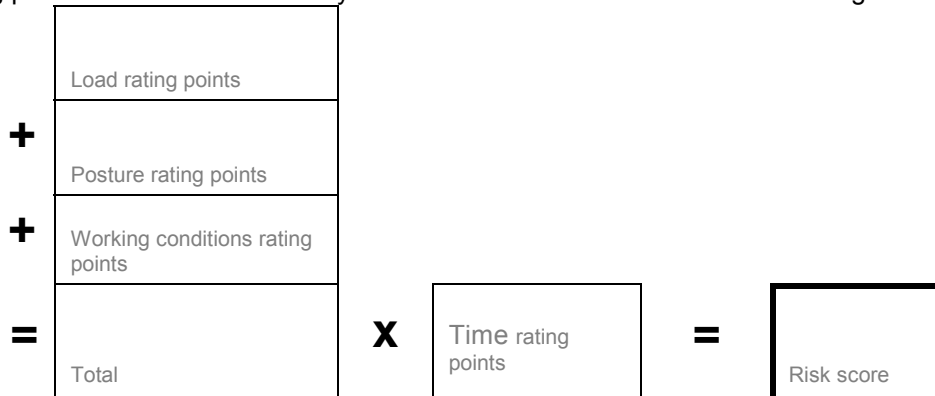
| Typical posture, position of load ²⁾ | Posture, position of load | Posture rating point |
|---|---|----------------------|
|  | <ul style="list-style-type: none"> Upper body upright, not twisted When lifting, holding, carrying und lowering the load is close to body | 1 |
|  | <ul style="list-style-type: none"> Slightly bending forward or twisting the trunk When lifting, holding, carrying und lowering load is near to medium to body | 2 |
|  | <ul style="list-style-type: none"> Low bending or far bending forward Slightly bending forward with simultaneous twisting of trunk Load far from the body or above shoulder height | 4 |
|  | <ul style="list-style-type: none"> Bending far forward with simultaneous twisting of trunk Load far from body Restricted stability of posture when standing Crouching or kneeling | 8 |

2) To determine the posture rating points the typical posture during manual handling must be used. For example when there are different postures with load a mean value must be used – not occasional extreme values.

| Working conditions | Working conditions rating point |
|---|---------------------------------|
| Good ergonomic conditions, e.g. sufficient space, no physical obstacles within the workspace, even level and solid flooring, sufficient lighting, good gripping conditions | 0 |
| Space for movement restricted and unfavourable ergonomic conditions (e.g. 1: space for movement restricted by too low high or working area less than 1,5 m ² or 2: posture stability impaired by uneven floor or soft ground) | 1 |
| Strongly restricted space of movement and/or instability of centre of gravity of load (e.g. transfer of patients) | 2 |

3^d step: Evaluation

The rating points relevant to this activity are to be entered and calculated in the diagram.



On the basis of the rating calculated and the table below it is possible to make a rough evaluation. ³⁾ Regardless of this provisions of the Maternity Leave Act apply.

| Risk range | Risk score | Description |
|------------|-------------|---|
| 1 | < 10 | Low load situation, physical overload unlikely to appear. |
| 2 | 10 bis < 25 | Increased load situation, physical overload is possible for less resilient persons ⁴⁾ . For that group redesign of workplace is helpful. |
| 3 | 25 bis < 50 | Highly increased load situation, physical overload also possible for normal persons. Redesign of the workplace is recommended. |
| 4 | ≥ 50 | High load situation, physical overload is likely to appear. Workplace redesign is necessary ⁵⁾ . |

³⁾ Basically it must be assumed that as the number of point rating rises, so the risk of overloading the muscular-skeletal system increases. The boundaries between the risk ranges are fluid because of the individual working techniques and performance conditions. The classification may therefore only be regarded as an orientation aid. More exact analyses require specialist ergonomic knowledge.

⁴⁾ Less resilient persons in this context are persons older than 40 or younger than 21 years, newcomers in the job or people suffering from illness.

⁵⁾ Design requirements can be determined with reference to the number of point in the table. By reducing the weight, improving the execution conditions or shortening the strain time, elevated stress can be avoided.

Check of the workplace necessary for other reasons:

Reasons: _____

Date of assessment: _____ Assessed by: _____