HEALTH & SAFETY RECORD	**Folknoll**
MANUAL HANDLING ASSESSMENT RECORD	**HS002**
Date of Assessment: 5th June 2007	Serial No.: 001/2007

PRELIMINARY

Description of Operation	**Reason for Assessment** * tick as appropriate	
Handling of floor standing cabinet	Initial assessment	√
	Potential risk of injury	
	Lift beyond guideline lifting limits	
	Reported injury	
	Assessment Status * delete as appropriate	
	Is an assessment needed?	**Yes/~~No~~**
	'Yes' continue : 'No' assessment not necessary	

Sequence of Operation	**Diagrams (if required)**
1. Assess cabinet size and determine whether one or two man lifting is required; one man lifting should not exceed 25kg for loads close to the body and 10kg for loads at shoulder height 2. Loads exceeding 800mm x 600mm x 1m shall be lifted by two persons regardless of weight 3. Loads exceeding 2m length should be moved using wheeled trolley 4. Loads exceeding 50kg should be lifted with lifting aid or equipment 5. Unload cabinet from delivery vehicles 6. Placing cabinet in designated storage or work area	

Location:	Workshop & customer's site	**Size of load:**	Up to 800mm x 600mm x 2m maximum for two person lift
People involved:	One or two operators	**Weight of load:**	Maximum 25kg for one person lift Maximum 50kg for two person lift

DETAILED ANALYSIS

See page 2 (HS002) for detailed analysis

OVERALL ASSESSMENT OF THE RISK OF INJURY tick as appropriate

LOW	√	**MEDIUM**	**HIGH**

CORRECTIVE ACTION REQUIRED (in order of priority)	COMPLETE BY
No corrective action required	