



Manual Handling Risk Assessment

conducted for

Jo Sheen Manufacturing Inc.

Location

550 Bermuda Street, Sta Cruz, Manila, 1014 Metro Manila, Philippines

Conducted on

03 Oct 2018 05:25 PM

Prepared by

Jeric Breen

Completed on


03 Oct 2018 06:02 PM

Score

47/55.0 - 85.45%

Failed Responses

This section lists responses that were set as "failed responses" in the template used for this audit

Question	Response	Details
unpredictable movement of loads?	High Risk	Carl supposed to transfer one box of soap at a time to the stock room but he carried 3 boxes instead.
 <p data-bbox="140 707 256 734">Appendix 1</p>		
pose a risk to those who are pregnant?	High Risk	Due to transferring of boxes of soap from the production area to the storage area

Actions

#1. Annie, please brief your team members about manual handling safety.

Assignee: annie@jsmi.com
Priority: HIGH
Due Date: 05 Oct 2018 05:25 PM
Audit: Jo Sheen Manufacturing Inc. / Jeric Breen / 03 Oct 2018
Linked to item: unpredictable movement of loads?
Status: To Do

#2. Jane, Make sure all boxes have carton handle before using it



Assignee: jane@jsmi.com
Priority: HIGH
Due Date: 04 Oct 2018 05:25 PM
Audit: Jo Sheen Manufacturing Inc. / Jeric Breen / 03 Oct 2018
Linked to item: difficult to grasp?
Status: To Do

#3. John, Please change the flickering light bulb at the storage area


Assignee: john@jsmi.com
Priority: HIGH
Due Date: 04 Oct 2018 05:40 PM
Audit: Jo Sheen Manufacturing Inc. / Jeric Breen / 03 Oct 2018
Linked to item: poor lighting conditions?
Status: To Do

Audit - 47/55 85.45%

Question	Response	Details
Preliminary		
Task name	Soap packing	
Task description (detailed)	Soap packing station is the end production process. Employees are required to transfer boxes weighing 10kg from the production area to storage area.	
Load weight	10kg	
Frequency of lift	every after 15 mins	
Carry distances (if applicable)	20 meters	
Personnel involved	Joanne Laguna Carlo Dian Eric Patts Ann Long	
Lifting and Carrying		Score (47/55) 85.45%
Do the tasks involve:		
holding loads away from torso?	Low Risk	
twisting?	Medium Risk	Carl exerted physical effort to reach the soap.
stooping?	Low Risk	
reaching upwards?	N/A	
large vertical movement?	Low Risk	
long carrying distances?	Low Risk	
strenuous pushing or pulling?	N/A	

Question	Response	Details
unpredictable movement of loads?	High Risk	Carl supposed to transfer one box of soap at a time to the stock room but he carried 3 boxes instead.
 <p>Appendix 1</p>		
repetitive handling?	Low Risk	
insufficient rest or recovery?	Low Risk	
a work rate imposed by a process?	Low Risk	
Are the loads:		
heavy?	Low Risk	
bulky or unwieldy?	Low Risk	
difficult to grasp?	Medium Risk	Some of the soap boxes doesn't have handles
 <p>Appendix 2</p>		
unstable or unpredictable?	Low Risk	
intrinsically harmful (eg sharp/hot)?	Low Risk	
Consider the working environment - Are there:		
constraints on posture?	Medium Risk	Due to repetitive movements.
poor floors?	Low Risk	
variations in levels?	Low Risk	
hot/cold/humid conditions?	Low Risk	

Question	Response	Details
strong air movements?	Low Risk	
poor lighting conditions?	Medium Risk	Flickering lights at the end of storage area
Consider individual capability - Does the job:		
require unusual capability?	Low Risk	
pose a risk to those with a health problem or a physical or learning difficulty?	Low Risk	
pose a risk to those who are pregnant?	High Risk	Due to transferring of boxes of soap from the production area to the storage area
pose a risk to new workers/young people?	Low Risk	
require special information/training?	Low Risk	
Regarding protective clothing		
Is movement or posture hindered by clothing or personal protective equipment?	No	
Is there an absence of the correct/suitable PPE being worn?	No	
Work organisation (psychosocial factors)		
Do workers feel that there has been a lack of consideration given to the planning and scheduling of tasks/rest breaks?	No	Schedules are well discussed to all employees
Do workers feel that there is poor communication between managers and employees (eg not involved in risk assessments or decisions on changes in workstation design)?	No	
Are there sudden changes in workload, or seasonal changes in volume without mechanisms for dealing with the change?	N/A	
Do workers feel they have not been given enough training and information to carry out the task successfully?	No	

Question	Response	Details	
Completion			
Full Name and Signature of Assessor	Jeric Breen	03 Oct 2018 06:02 PM	

Media



Appendix 1



Appendix 2