

# CCRM-002 MANUAL HANDLING ASSESSMENT



Date Completed:	2 March 2026	Environment:	Office Space / Common Areas / External Areas
Re-Assessment Due*:	Two years from above date.	Assessment Completed By:	H&S Manager
Employee Consultation and Involvement	Reynel Realpe	Employee Consultation and Involvement	Jhon Otalvaro

**SCOPE:** To assess, using the principles of the MAC tool, the manual handling risks present. **Key:** G=low; A=medium; R=high      1=low; 2=medium; 3=high

MANUAL HANDLING ASSESSMENT TOOL								
TASK	Risk Factors	Colour Band			Numerical Score			Controls/description
		LIFT	CARRY	TEAM	LIFT	CARRY	TEAM	
General cleaning activities, floor cleaning, and waste removal.	Load weight/frequency	G	G	G	0	0	0	Minimal weights all less than 5kg and limited repetitiveness. <b>Please disinfect the load before handling it use biocides or sanitizer wipes</b>
	Hand distance from lower back	A	G	-	3	0	-	Materials loaded into/unloaded
	Vertical lift region	A		-	1		-	Below knee in some occasions
	Trunk twist/sideways bending Asymmetrical trunk/load	G	G	-	0	0	-	No restrictions or restricted spaces where cleaners are required to manually hand materials
	Postural constraints	G	G	G	0	0	0	Small/restricted areas – limited risk
	Grip on load	G	G	G	0	0	0	Supplies and materials purchased in small amounts to minimise handling lifting requirements – chemicals, tools and equipment
	Floor surface	R	R	R	2	2	2	Floor surface not guaranteed or standard – assessment uses worst case of steep, contaminated or wet flooring
	Other environmental factors	A	A	-	1	1	-	Maybe required to climb steps within a building or access through corridors
	Carry distance		G			0		Limited carry distance from stores to area
	Obstacles en route		A			2		Maybe restricted access due to client materials and other persons within the area. <b>Look out for workers or people breathing heavily and sweating, workers who complain of excessive fatigue,</b>
	Communication/coordination			-			-	Generally single person lifting (lightweight cleaning equipment and substances)
	Other factors	G	G	G	0	0	0	All cleaners trained in manual handling techniques and <b>use of PPE</b>
	<b>Total rating</b>		-	-	-	7	5	2