

## Manual handling-while-seated screening tool

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### What can this tool help with?

Only use this tool for tasks where workers are seated, and loads are handled using two hands. It will help you to identify if the task is low risk or if you need to complete a more detailed risk assessment.

### How do you use the screening tool?

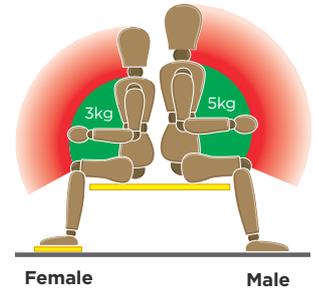
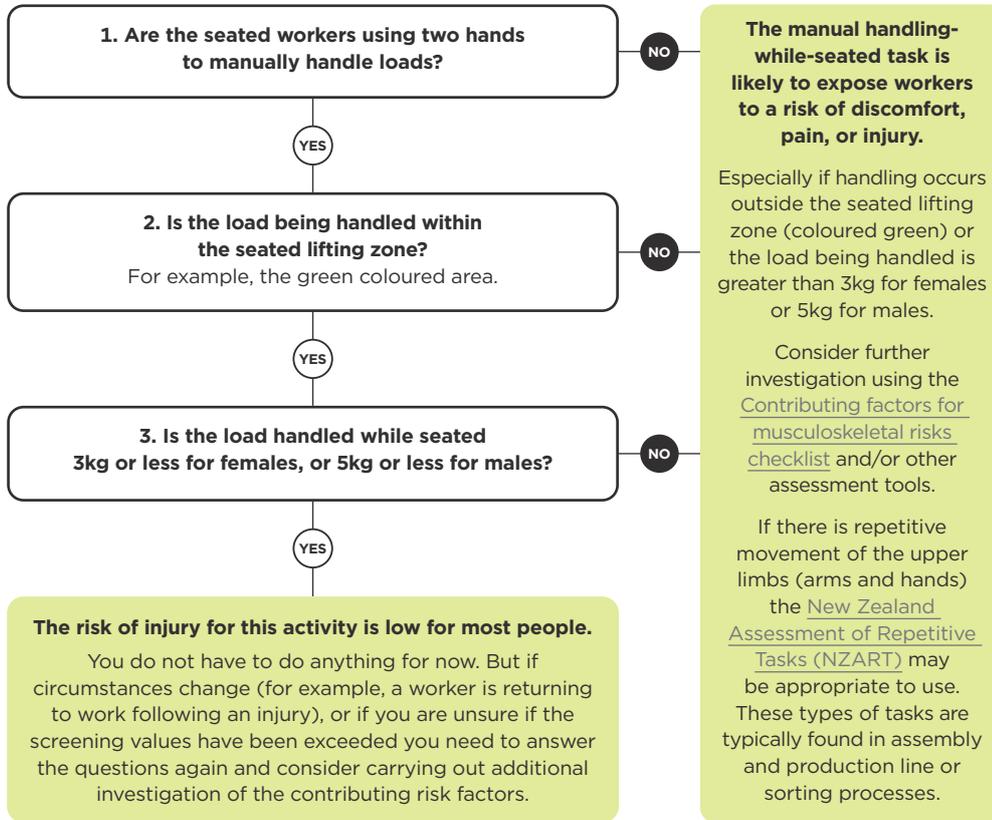
#### **STEP 1** CONSIDER IF YOU HAVE ANY VULNERABLE WORKERS

Some vulnerable workers may be at greater risk of injury. Go straight to the [Contributing factors for musculoskeletal risks checklist](#) and/or use other assessment methods to complete additional investigation if you have workers who:

- are new mothers, or pregnant
- are young workers
- are older workers
- are new to the job or workforce
- have a disability, significant health condition, injury, or are recovering from an injury.

**STEP 2 USING THE MANUAL HANDLING-WHILE-SEATED SCREENING TOOL (FLOWCHART 1)**

- Only use this screening tool if workers are handling loads while seated.
- Watch the worker carrying out the handling activity and compare it with the image in the flowchart. Answer the questions to see what, if any, action you need to take.



**FLOWCHART 1:** Manual handling-while-seated screening tool

If you are unsure if any of the questions apply to the task you are assessing complete additional investigation of the contributing risk factors.

**Remember**

The screening values (in Question 3) are **not** 'safe load limits' or acceptable 'weight limits'. If handling occurs above the screening values, it simply means that you should complete a more detailed risk assessment to understand the risk factors in greater detail.

When handling these loads (or less) in these zones, the risk of injury is low for most people and no further action should be needed.