MH-03

Manual Handling — Inspection and Monitoring Record

Keep completed sheets for at least three years.

Pre-use / pre-task check

Check	Pass / Fail
Handling avoided or mechanised where reasonably practicable	
TILE assessment completed and recorded for the task	
Loads marked with weight where reasonably practicable	
Mechanical aids available and working	
Routes clear, floors sound, lighting adequate	
Heavy items stored between knee and shoulder height	
Handlers trained and authorised	
Individual capability considered (new starters, pregnancy, existing injury)	
Safety footwear worn	

Log

Date	Location / task	Checked by	All pass?	Defects found	Action taken

Periodic review — quarterly, or after any incident

Date	Reviewed by	Findings	Actions	Next due

Scope and limitations — read before use

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