



# Manual Handling Assessment Charts (MAC) - Score Sheet

Company Name:

Insert the colour band for each of the risk factors in the boxes below, referring to your assessment using the tool.

Task Description - Please use diagrams if necessary

Risk Factors	Colour Band (G, A, R, or P)			Numerical Score		
	Lift	Carry	Team	Lift	Carry	Team
Load weight and lift/carry frequency						
Hand distance from the lower back						
Vertical lift region						
Trunk twisting/sideways bending Asymmetrical trunk/load <i>(carrying)</i>						
Postural constraints						
Grip on the load						
Floor surface						
Other environmental factors						
Carry distance <i>(carrying only)</i>						
Obstacles en route <i>(carrying only)</i>						
Communication and co-ordination <i>(team handling only)</i>						
<b>Total Score</b>						

Are there indications that the task is high risk? (please tick appropriate boxes)

Task has a history of manual handling incidents  
*(eg company accident book, RIDDOR reports)*

Task is known to be hard work or high risk

Employees doing the work show signs that they are finding it hard work  
*(eg breathing heavily, red-faced, sweating)*

Other indications, if so what?

Signature  Date

Other risk factors, eg [individual factors](#), [psychosocial factors](#) etc  
For information on reducing the risks of individual or psychosocial factors [Click here](#)

## Individual Differences

All individuals are different and some people may be more likely to develop musculoskeletal problems. Some factors may increase the risk of developing symptoms and these should be considered when designing a management programme. These factors include:

- \* difference in competence or skills;
- \* new employees may need time to acquire the necessary work skills;
- \* workers of varying body sizes, ie: height, reach, etc. This can lead to adopting poor postures when lifting or lowering objects;
- \* vulnerable groups, eg older workers and new or expectant mothers;
- \* health status and disability;
- \* individual attitudes or characteristics that may affect compliance with safe working practices or reporting of symptoms.

## References

Management of Health and Safety at Work. Management of Health and Safety at Work Regulations 1999. Approved Code of Practice and Guidance (L21) (Second Edition) HSE Books 2000 ISBN 0 7176 24889.

---

## What are Psychosocial Risk Factors?

Physical risk factors such as force, posture and repetition can be harmful to the body and can lead to people developing musculoskeletal disorders. However, research has shown that psychosocial risk factors also need to be taken into account.

Psychosocial risk factors are things that may affect workers' psychosocial response to their work and workplace conditions (including working relationships with supervisors and colleagues). Examples are:

- \* high workloads;
- \* tight deadlines;
- \* lack of control of the work and working methods.

As well as leading to stress, which is a hazard in its own right, psychosocial risk factors can lead to musculoskeletal disorders. For example, there can be stress-related changes in the body (such as increased muscle tension), that can make people more susceptible to musculoskeletal problems or individuals may change their behaviour, for example, doing without rest breaks or try and cope with deadlines.

So both the physical and psychosocial factors need to be identified and controlled in order to have the greatest benefit. The best way to achieve this is by using an ergonomic approach, which looks at achieving the best 'fit' between the work, the working environment and the needs and capabilities of the workers.

Many jobs are not well designed and include some or all of the following undesirable features, which may lead to psychosocial risks;

- \* workers have little control over their work and work methods, including shift patterns;
- \* workers are unable to make full use of their skills;
- \* workers, as a rule, are not involved in making decisions that affect them;
- \* workers are expected to only carry out repetitive, monotonous tasks;
- \* work is machine or system paced (and may be monitored appropriately);
- \* work demands are perceived as excessive;
- \* payment systems encourage working too quickly or without breaks;
- \* work systems limit opportunities for social interaction;
- \* high levels of effort are not balanced by sufficient reward (resources, remuneration, self-esteem, status).

## References

Management of Health and Safety at Work. Management of Health and Safety at Work Regulations 1999, Approved Code of Practice and Guidance (L21) (Second Edition) HSE Books 2000 ISBN 0 7176 24889.

## What can I do to reduce the risk of musculoskeletal injury when considering the individual? [Back to form](#)

All tasks should be designed so that they can be undertaken without the risk of musculoskeletal injury. There is no valid scientific screening test, which can predict the future development of musculoskeletal problems in particular individuals. Job placement should take account of the risk assessment, job requirements and the possible individual differences outlined in the previous section.

In particular, consider the needs of new employees, particularly young workers, and those returning to work from a holiday, sickness or injury. All these may need to start or resume work at a slower rate than the existing 'workforce', followed by a gradual increase in pace. Regulation 12 in the Management of Health and Safety Regulations 1999 details requirements concerning new employees. Introducing newcomers at a slower pace will help them to develop good working practices and take in the training more effectively before they have to concentrate on working at a normal rate.

---

## What can I do to reduce the risks of Psychosocial Factors?

As with physical risk factors, psychosocial issues are best addressed with full consultation and involvement of the workforce.

Consider the following control measures that can often be applied to improve the working environment within your workplace:

- \* reducing the monotony of task where appropriate;
- \* ensuring there are reasonable workload (neither too much or too little) deadlines and demands;
- \* ensuring good communication and reporting of problems;
- \* encouraging teamwork;
- \* monitoring and control of shiftwork or overtime working;
- \* reducing or monitoring payment systems which work on piece rate;
- \* providing appropriate training.