

Evidence Assessment

WHS: Preventing Musculoskeletal Injury at Work

A Guide for Completing Evidence Assessment

The purpose of this assessment is for the staff member to demonstrate the skill of manual handling, whilst working within organisational guidelines, policies and procedures.

The assessment combines information that is gained from theoretical and practical training. Resources in addition to the corresponding Altura Learning course may be required to demonstrate this knowledge.

To complete this assessment the staff member should be observed performing a procedure that involves manual handling.

The assessor can mark that the staff member has adequately met the requirements of the assessment if they are deemed competent below.

Performing a Manual Handling Procedure

Performance Indicator	Has met the performance indicator	Comments
Preparing for the manoeuvre		
Task <ul style="list-style-type: none"> Does the staff member have a clear understanding what they are going to be doing (check documentation, if relevant)? Have they prepared adequately (e.g. washed hands or donned personal protective equipment, gathered appropriate equipment)? Have they identified any potential hazards? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Individual <ul style="list-style-type: none"> Have they positioned themselves appropriately? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Load <ul style="list-style-type: none"> Have they planned the move and taken the weight into account? Does the load need to be broken down? Have they asked for assistance, if required? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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<ul style="list-style-type: none"> If they are assisting a person, have they considered their needs? 		
Environmental Factors <ul style="list-style-type: none"> Is the work area clear? Is the temperature appropriate? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other factors Are there other factors that the staff member needs to consider e.g. flooring, use of equipment? Have these factors been considered appropriately?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
During the Manoeuvre		
Positioning <ul style="list-style-type: none"> Does the staff member maintain correct positioning and posture throughout the procedure? Does the staff member avoid twisting or stooping? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Communication <ul style="list-style-type: none"> Does the staff member communicate with others appropriately and use words such as 'ready, steady, move'? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Moving the item <ul style="list-style-type: none"> Does the staff member hold the load close while moving? Does the staff member maintain a secure grip on the load? Does the staff member move smoothly and avoid jerking? Does the staff member put the load down if they need to adjust their position? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
After the Manoeuvre		
Ensure the manoeuvre is completed appropriately as per policy and procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Evidence Assessment

Supervisors Assessment

Assessment completed satisfactorily:

Yes

No

Comments/ action required:

Staff member's signature:	
Date:	
Assessor's signature:	
Date:	

DISCLAIMER:

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