

Conducted by: _____

Date: / /

Employee: _____

Bundy No: _____

Assignment No: _____

Function: _____

Observations	
☐ Three-point contact when entering / exiting truck and MHE ☐ Steps off MHE without pivoting/rotating through back / knee / foot ☐ Ensures stable grip with MHE during access and egress and no jumping off	 
☐ Bends down using legs, ensuring back is straight to lift item ☐ Positions self as close as possible to the load and also pallet when lowering with bent knees and straight back ☐ Maintains a straight spine when lifting the load ☐ Steps in direction of travel and doesn't twist spine	   
☐ Completes a two-handed lift ☐ Keeps load close to body and at waist height Shoulders face the same direction as the hips when carrying the load ☐ Shoulders face the same direction as the hips when carrying the load	 

☐ Lifts load from bottom or sides – not via straps or plastic, weight evenly distributed between both hands / arms ☐ Uses gloves when carrying and moving timber products	 ✓  ✗
☐ Uses a trolley where possible ☐ When using a trolley or a pallet jack , the trolley/pallet jack is pushed and not pulled ☐ When items are heavy and awkward a two-man lift is performed	 ✓  ✗  ✓  ✓

FURTHER COMMENTS AND TRAINING NEEDS _____

FOLLOW UP ASSESSMENT REQUIRED? **Y** / **N** *(If yes, please follow up within 1 month)*

This assessment has been fair and based on the appropriate evidence

Employee Signature: _____

Date: _____

Assessors Signature: _____

Date: _____