

Manual handling — oral or written check (12 questions)

A quick competence check for supervisors after induction or refresher training.

Employee		Date	
Assessed by			

Ask the questions out loud or print them as a written check. Model answers are below each question — remove them for a written test. Question 12 is a practical demonstration.

1. What does 'manual handling' mean? ☐ correct ☐ needs review

Model answer: Transporting or supporting a load — lifting, putting down, pushing, pulling, carrying or moving it — where the load or the conditions create a risk, particularly of back injury.

2. What should the employer try to do first? ☐ correct ☐ needs review

Model answer: Avoid manual handling where possible, for example with mechanical aids.

3. Name the five groups of risk factors. ☐ correct ☐ needs review

Model answer: The load, the physical effort, the working environment, the requirements of the activity, and individual factors.

4. Give two load-related risk factors. ☐ correct ☐ needs review

Model answer: Too heavy or too large; unwieldy or hard to grasp; unstable; has to be held away from the trunk.

5. Give two environment-related risk factors. ☐ correct ☐ needs review

Model answer: Not enough space; uneven or slippery floor; poor lighting; temperature.

6. Why keep the load close to the waist? ☐ correct ☐ needs review

Model answer: It reduces the strain on the back.

7. How should you turn while carrying a load? ☐ correct ☐ needs review

Model answer: Move the feet; do not twist the trunk.

8. What should you do before lifting? ☐ correct ☐ needs review

Model answer: Plan: check the load, the route and where it is going; decide whether you need help or an aid.

9. When should a team lift be used? ☐ correct ☐ needs review

Model answer: For heavy, long or awkward loads — with one person giving the commands.

10. Is a training certificate alone enough to make a task safe? ☐ correct ☐ needs review

Model answer: No. The risk must be assessed and reduced; training must be specific to the tasks.

11. Who should you tell about pain or an injury from handling? ☐ correct ☐ needs review

Model answer: Your supervisor, straight away, as set out in your workplace procedure.

12. Show the correct way to lift the load used in your job. ☐ correct ☐ needs review

Model answer: Supervisor observes: stable base, knees bent, back in natural posture, load close, smooth lift, no twisting.

Result

Score	___ / 12	Outcome	☐ competent ☐ further training
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Need certified training for your team? Online Manual Handling course with a practical part (Ireland): [mysafety.courses](#) — course provider: Safety Courses, the operator of this guide.