

Manual handling — new starter induction checklist

Use on day one, before the employee does manual handling tasks. Keep with the training record.

Employee name		Start date	
Job / department		Supervisor	

Checklist

✓	Item	Basis	Initials / date
☐	The employee has been shown the manual handling tasks of the job and where they happen.	Reg. 69	
☐	The risk assessment for these tasks has been explained (load, effort, environment, activity, individual factors).	Sched. 3	
☐	Tasks that can be avoided or mechanised have been identified; handling aids (trolleys, hoists) shown.	Reg. 69	
☐	Task-specific information and training given (not only a general course).	Reg. 69	
☐	Safe handling principles demonstrated: plan, stable base, load close, no twisting, smooth movement.	Good practice	
☐	The employee demonstrated the main lifts of the job and was observed by the supervisor.	Practical	
☐	Team-lift rules and when to ask for help explained.	Good practice	
☐	How to report pain, injury or an unsafe load explained.	Good practice	
☐	Individual factors discussed (fitness for the task, new or expectant mother, young person) where relevant.	Sched. 3	
☐	Training record completed and signed; refresher date set.	Record	

Legal basis in Ireland: Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 2 Chapter 4 (Regulations 68–69) and Schedule 3. The HSA states that training on its own does not meet Regulation 69 — the risk assessment and control measures come first.

Sign-off

Employee signature		Date	
Supervisor signature		Date	
Refresher due			

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