RAMP I (Version 1.00, 2014)

English version

Checklist for screening physical risks for manual handling

RAMP - Risk Management tool for manual handling Proactively

Introduction

This checklist (RAMP I) is intended for identifying (screening) and assessing physical ergonomics risk factors when working with manual handling which may increase the risk of developing musculoskeletal disorders (MSDs). Manual handling involves for example manual lifting, holding, pushing or pulling of loads. At high or sustained exposure to the risk factors the risk of developing or worsening MSDs increases.

Use this tool to assess a work, work task, or a work station during an average work day. In some cases also rarely occurring extreme cases may warrant assessment. Assess the work of an employee who is representative for the group of employees who carry out this kind of work, or, alternatively two people so that the variation among employees is somewhat taken into account. This employee/these employees should be experienced in how the work should be carried out in an appropriate way. Those performing the assessment should be familiar with how the work is carried out. Otherwise, the assessment should be carried out in co-operation with someone with such knowledge. The person who carries out the assessment should have participated in a basic physical ergonomics course, an introduction in the RAMP-method and should have read the RAMP manual. During the assessment, choose the alternative which best matches the situation and mark the "Yes" or "No" box corresponding to the question/statement.

The results from the analysis show whether any risk factor has been identified or not. If no risk factor has been identified, the risk to develop MSD problems is assessed to be low for people with normal physical capacity. If one or more risk factors have been identified this implies that either there is a high risk to develop MSDs, or that a refined analysis is needed to assess whether the risk is low, moderate or high. A refined analysis can be carried out with the RAMP II module in most cases. The result of the RAMP I assessment is presented as a risk assessment at three levels:

High risk . The loading situation has such a magnitude and characteristics that many employees are at an increased risk of developing musculoskeletal disorders. Improvement measures should be given high priority.
Investigate further . An in more in depth analysis is required to assess the risk level. A refined analysis can be carried out for example with the RAMP II module.
Low risk . The loading situation has such a magnitude and characteristics that most employees are at a low risk of developing musculoskeletal disorders. However, individuals with reduced physical capacity may be at risk. Individually tailored improvement measures may be needed.

The result is intended to form a part of the decision making basis when prioritizing and choosing actions in order to reduce the risk for MSDs.

Date:	Assessment of: Work/ work task	☐ Employee load
Work/work task:		
Assessment ordered by:	Position	
Assessment completed by:	Position	
Company representative:	Position	
Safety/work environment officer/employee:	Position	
Other:	Position	
Department:		
Other information:		

Mark the "Yes" or "No" boxes for the statements corresponding to the questions. 1.1 Postures 1.1 Does work occur often or for a long time" in any of the following unfavourable postures? * often = about 100 times per work day or more * a long time = about 100 times per work day or more * a long time = about 100 times per work day or more * back/lupper body bent or twisted - forwards, backwards or towards the side amm almost or fully streched forwards (the hand more than about 45 cm from the spine) hand above shoulder height or below kinee height hand/arm brought outwards to the side (to the right or to the left) 1.2 Does work occur in any of the following unfavourable postures about 1 hour per work day or more? head clearly twisted or bent - forwards or towards a side hand clearly bent upwards, downwards or towards a side hand clearly bent upwards, downwards or towards a side hand clearly bent upwards, downwards or towards a side hand clearly bent upwards, downwards or towards a side hand clearly bent upwards, downwards or towards a side hand clearly bent upwards, downwards or towards a side 1.2 Does work occur in any of the following way? the work cycle is shorter than 30 seconds the work cycle is shorter than 30 seconds similar work movements are repeated more than 1/10 up to half of the work cycle time similar work movements are repeated more than 1/10 up to half of the work cycle time similar work movements are repeated more than 1/10 up to half of the work day the work or similar work tasks are carried out for more than 4 hours of the work day ## TON" on all in 2.1, go to 3, 1f" Yes" on any in 2.1, answer 2.2 below. 2.1 How langs are the loads and how often are they lifted? 1	RAMP I - Checklist for screening physical risks for manual handling					
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Continued RAMP I - Checklist for screening physical risks for manual handling	Yes	No
4.3 Does the pushing and pulling work generally occur in any of the following unfavourable condi	tions?	•
the gripping height clearly deviates from elbow height		
the work is carried out with the back/upper body clearly twisted		
the force is exerted towards the side or upwards (i.e. not straight forwards or backwards)		
the force is exerted with one hand		
the pushing or pulling is carried out often (approx. more than 100 times per work day)		
the pushing or pulling distance exceeds 30 meters		
4.4 Are load carriers with 1-2 wheels (e.g. two-wheel cart) or similar used, under the following	conditi	on?
the employee bares the whole or part of the load, and the load weight exceeds 100 kg		
5. Influencing factors		
5.1 Influencing physical factors hand/arm - do the following occur? The times refer to "per worl	k dav"	
the employee is exposed to hand-arm vibrations more than 20 minutes (10 for strongly vib)	r day .	
the employee is exposed to hand-arm vibrations more than 90 minutes (10 for strongly vib)		
warm or cold objects are handled manually		
the hand is used as an impact tool often or a long time*		
holding hand tools weighing more than 2.3 kg for more than 30 minutes		
holding precision tools weighing more than 0.4 kg for more than 30 minutes		
5.2 Other physical factors - do the following occur? The times refer to "per work day".		
the employee is exposed to whole-body vibrations more than 1 hour		
the employee is exposed to whole-body vibrations more than 1 hours		
the visual conditions are insufficient for the task		
the work is carried out in hot or cold temperatures or in draughty environments		
standing or walking on a hard surface more than half of the work day		
prolonged sedentary work without possibility to change to do the work standing up		
prolonged standing work without possibility to change to do the work standing down		
kneeling/squatting more than 30 times or more than 30 minutes		
5.3 Work organisational and psychosocial factors - do the following occur?		
there is no possibility to influence at what pace the work is performed		
there is no possibility to influence the work setting or how the work shall be carried out		
it is often difficult to keep up with the work tasks		
the employees often work rapidly in order to be able to take a longer break		
there is no possibility for recovery time during the work (other than formal breaks)		
6. Reports on physically strenuous work		
6.1 Do documented reports exist on physically strenuous tasks (near misses, incident reports,		
journal notes, or other) when carrying out the work task?		
6.2 If "Yes" on 6.1, what type of work that has led to this? If "No" , go to 7.		<u> </u>
lifting		1
holding/carrying		†
pushing/pulling		1
pushing with hand or fingers		1
other (please note)		
7. Perceived physical discomfort Ask five people who perform this work task		_
7.1 Are there parts of the work which lead to physical discomfort (e.g. in muscles or joints)		
during the work day? Answer "Yes" if any employee experiences such discomfort.		
7.2 If "Yes" on question 7.1, which is the worst task?	L	
Person 1:		
Person 2:		
Person 3:		
Person 4:		
Person 5:		
		_

Comment:			