

LEVEL 2 AWARD IN PRINCIPLES OF MANUAL HANDLING

LEVEL 2 AWARD IN PRINCIPLES AND PRACTICE OF SAFE MANUAL HANDLING FOR THE WORKPLACE

Specimen Paper

PAPER NUMBER: 0000

INSTRUCTIONS TO CANDIDATES

1. Attempt to answer every question.
2. Enter your answers on the accompanying answer sheet. Each question has only **ONE** correct answer
3. You have **40 MINUTES** to complete the examination. When you have finished give your question paper and answer sheet to the person in charge.
4. The Pass mark for this examination is 17/25.

- 1 **Which of the following possible results of using poor manual handling techniques is likely to be the most serious?**
A. damage to equipment
B. damage to the item being moved
C. injuries such as ligament damage
D. injuries such as broken nails
- 2 **One of the possible long-term effects of poor manual handling technique is:**
A. a lack of confidence
B. shortness of breath
C. a twisted bowel
D. serious disability
- 3 **Long term injury to the spine can result in compression of the intervertebral cartilage known as the**
A. ligament
B. lumbar region
C. muscle
D. disc
- 4 **Which of the following is something employees must do?**
A. a full risk assessment on their work area
B. only lift an item if the weight is below 25kg
C. only lift an item if the weight is below 20kg
D. follow their employer's instructions for safe manual handling
- 5 **You feel you are starting to get tired at the end of the working day and are often sore in the morning after manual handling. You should:**
A. do nothing, you will soon get used to the work
B. see your doctor to check you are OK
C. tell your supervisor as there may be hazards that need to be assessed in your job
D. take 2 pain killers before bed, and see if this helps before you do anything else
- 6 **You are issued with gloves, but they make it difficult to do some manual handling jobs. You should:**
A. report the matter, as you may have the wrong gloves
B. stop using the gloves for manual handling
C. try to cut the fingers off the gloves so you can feel the load
D. stop wearing the gloves altogether as manual handling issues are worse than things caused by not wearing gloves
- 7 **Failure to follow employer's instructions when manual handling:**
A. is OK as you have a choice
B. may be a breach of criminal law
C. does no real harm as you can only hurt yourself
D. is OK if you are only lifting occasionally
- 8 **Manual handling issues should be reported**
A. because it is a legal requirement, and you are breaking the law if you do not do so
B. because it makes the accident rate seem lower than it is if you don't
C. as the company's insurance premiums depend on it
D. so that if there are any injuries it is the individual's own fault
- 9 **What can an enforcement officer issue if they see manual handling operations that have not been assessed properly?**
A. a fine
B. an improvement notice
C. a prison term
D. a restriction notice

- 10 **Typical hazards associated with the environment while carrying a load through a building include:**
- A. distance, speed and weight of the load
 - B. stairs and steps, door openings, narrow corridors
 - C. seasonal issues and bulk of the package
 - D. fitness, strength and training
- 11 **If a risk from manual handling increases then:**
- A. the seriousness of harm is reduced but the likelihood of harm increases
 - B. an accident is inevitable
 - C. the likelihood or seriousness of an injury is increased
 - D. personal protective equipment must be worn
- 12 **A manual handling hazard can be described as:**
- A. the sharp edges of a box which can cause cuts
 - B. the likelihood and seriousness of a back injury
 - C. a lifting, carrying, pushing or pulling activity that has the potential to cause harm
 - D. an activity which requires the use of several people to move a load
- 13 **Risk assessments should be reviewed on a regular basis. This is because:**
- A. the rules say so
 - B. auditors request it
 - C. it keeps the records neat
 - D. things can change
- 14 **You have carried out a manual handling risk assessment. People who are carrying out manual handling operations should have access to the risk assessment so that:**
- A. if the manager asks they can say they have seen it
 - B. they can carry out manual handling safely
 - C. they don't move the wrong thing
 - D. they can show the auditors where it is
- 15 **When carrying out a manual handling risk assessment we need to remember what to assess. For this we can use the word TILE. This stands for:**
- A. Task, Item, Load, Environment
 - B. Task, Individual, Load, Equipment
 - C. Task, Individual, Load, Environment
 - D. Task, Item, Load, Equipment
- 16 **If you assess a load that has to be moved and it is too heavy for you, you should:**
- A. refuse to do any more work
 - B. use a team lifting approach
 - C. have another attempt
 - D. ask to see the COSHH data sheet
- 17 **Getting an improved grip on an object can sometimes be achieved by:**
- A. wearing suitable gloves
 - B. wetting the surface
 - C. putting down and trying again
 - D. applying tape
- 18 **Official guidance on manual handling advises that the first step in a risk control strategy should be:**
- A. to only lift small loads over short distances
 - B. to thoroughly assess all loads to be lifted
 - C. to eliminate the need for lifting loads if at all possible
 - D. to seek help to lift the load
- 19 **Which of the following makes a load easier to carry?**
- A. making it top heavy
 - B. adding a handle
 - C. placing it in a large box
 - D. adding weight until it is 25kg

- 20 **When manually moving a heavy crate on a flatbed trolley the safest way is to:**
A. get to the front of the trolley and pull with the arms
B. get to the back of the trolley and push with the arms
C. get to the back of the trolley and push with the back against the load
D. get to the side of the trolley and push with the shoulder
- 21 **In safe manual handling men and women can carry the most weight between**
A. knuckle and elbow height
B. knuckle and lower leg height
C. shoulder and elbow height
D. shoulder and head height
- 22 **Automatic conveyor systems are good for removing hazards associated with moving boxes. However, they often do not remove all the hazards. What are the most likely hazards to remain?**
A. the boxes are still moved by human effort
B. the conveyer may still need items to be lifted on and off
C. the conveyer may work more slowly than a worker
D. the same number of boxes are moved, so the risk remains the same
- 23 **When moving a heavy load from one place to another the best thing to use would be:**
A. a length of rope
B. an office chair
C. a trolley
D. a large box
- 24 **Suitable and sufficient lifting equipment for safe manual handling operations must be provided by:**
A. the employee
B. the insurance company
C. the employer
D. the enforcing authority
- 25 **Before you use a hand trolley to move a load you should check**
A. the brakes, loading ramp and horn
B. the tyres, competency certificates and height restrictions
C. that no-one else is using it
D. the tyres, the handles and if the wheels turn freely

END OF PAPER