

University Occupational Health and Safety Information Sheet

TILEO

Manual handling risk assessments should follow an ergonomic approach and take into consideration the task, individual capabilities, the load, environmental factors and other factors (also known as TILEO). Some examples of factors to consider are shown below:

TASK	INDIVIDUAL CAPABILITIES
Distance of the load from body Twisting or stooping Lifting and lowering distances Carrying distances Strenuous pushing or pulling Risk of sudden load movements Repetitive handling Rest and recovery periods Overreaching Static muscle work Handling while seated Team handling	Strength Height Reach Competence – training, experience, skills Age Health Disability Pregnancy Ability to communicate
LOAD	ENVIRONMENTAL FACTORS
Weight Centre of gravity Bulk Size Ease of grasping Contents – hazardous, fragile Sharp edges	Confined space Slip/trip hazards Floor surface Obstacles including lifts and ramps Stairs Weather Temperature/humidity Ventilation problems/gusts of wind Lighting conditions
OTHER FACTORS	
The use of manual handling aids Hindrance of movement by clothing/PPE Availability of correct/suitable PPE	