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A
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Manual Handling		Action Plan	
Assessor		Job Title	
John Smith		Office Manager	
Employee Assessed:		Mary Jane	
		Review Dates	
March 2012		22 April 2012	
		Widget assembly	

RA No.	Action Required
MH01/L3	Operatives need gripping gloves

By Whom	Target Date	Completion Date	Initials
	22 March 2012		

Priority Key

A – Immediate B – One month C – Two months R - R