



Hazardous Manual Tasks

Risk Management Worksheet

This risk assessment must be completed before any training can occur.
Refer to *Code of Practice – Hazardous Manual Tasks* for further guidance

Date of assessment:

Name of assessor(s):

Position(s):

Question 3 – Does the task involve high or sudden force?

Yes No

Question 4 – Does the task involve vibration?

Yes No

Question 5 – Is there a risk?

The task involves a risk of MSDs (e.g. sprain or strain) if you have answered 'yes' to either:*

Question 1 **AND** Question 2

Question 3

Question 4

Proceed to Step 3 if you ticked any of the boxes in Question 5.

Step 1: What is the manual task?

Name of task or activity:

Location where tasks occurs:

Who performs the task:

General description:

Step 3: What is the source of the risk?

(These are the things that are causing the risk and may be changed in order to eliminate or minimise the risk).

Work area design and layout: work space available; design of workstation, furniture and equipment.

Step 2: Is the manual task hazardous?

(Hazardous manual tasks can result in musculoskeletal disorders (MSDs) such as sprains or strains.)

Work through the following questions to determine which postures, movements and forces of the task pose a risk.

Manual tasks that are identified as hazardous must be recorded on the Faculty/Portfolio WHS Risk Register.

Question 1 – Does the task involve any of the following risk factors?

- Yes No Repetitive movement
- Yes No Sustained or awkward postures
- Yes No Repetitive or sustained forces

('Repetitive' means that a movement or force is performed more than twice a minute and 'sustained' means a posture or force is held for more than 30 seconds at a time.)

Question 2 – Does the task occur over a long time?

Is the task done:

- Yes No for more than a total of two hours over a whole shift
- Yes No continuously for more than 30 minutes at a time

The nature, size, weight or number of things handled in performing the manual task:

*MSD =Musculoskeletal Disorder

Systems of work (e.g. pace and flow of work; resources available; maintenance):

What training is needed to support the control measures? (Training needs to be task specific, noting that training in lifting techniques is not effective as a sole or primary means to control the risk of MSDs).

The environment in which the manual task is performed (e.g. flooring; obstructions; lighting; hot/cold/humid environments):

Residual Risk (after controls implemented)

Consequences	Likelihood	Risk Level

Implement controls

Person(s) responsible for approving controls:

Person(s) responsible for putting controls in place:

By when:

Risk Assessment

Consequences	Likelihood	Risk Level

Step 4: How do I control the risk?

(Consider the hierarchy of control. A range of controls may be required).

Can the task be eliminated?

Can you change what is causing the risk (the source)? (e.g. change the work area; alter the size of loads; use mechanical aids; manage environmental conditions; use adjustable equipment; implement preventative maintenance program.)

Step 5: Review the controls

Evaluated on:

/ /

Assessor:

- Consultation undertaken with workers?
- Have the controls implemented reduced the risks?
- Have any other risks been created by the controls? If yes, can further controls be implemented to minimise the risk?