

## HAZARDOUS MANUAL TASKS RISK ASSESSMENT WORKSHEET

Work Area					
Location of Task					
Description of Task					
Participants					
Date of Assessment		New Task / Change in Task / Existing Task / Report of discomfort / Injury <i>(circle)</i>			
<b>STEP 1 - Does the task involve repetitive or sustained movements, postures or forces?</b> <i>Repetitive means the movement or force is performed more than twice a minute</i> <i>Sustained means the posture or force is held for more than 30 seconds at a time</i>					
Postures or Movements	<i>Tick Yes each time posture/ movement is observed</i>	Yes	This action happens when .....	Because ... (describe why) <i>this is the source of the risk</i>	Where ticked – what are possible controls to reduce risk
<b>BACK</b>					
Bending or twisting e.g. more than 20 degrees	Forwards				
	Sideways				
	Twisting				
Bending e.g. more than 5 degrees	Backwards				
<b>NECK OR HEAD</b>					
Bending or twisting e.g. more than 20 degrees	Forwards				
	Sideways				
	Twisting				
Bending e.g. more than 5 degrees	Backwards				
<b>ARMS / HANDS</b>					
Working with one or both hands above shoulder height					
Reaching forwards or sideways more than 30cm from the body					
Reaching behind the body					
Excessive bending of the wrist					
Twisting, turning grabbing, picking or wringing actions with the fingers, hands or arms					

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LEGS				
Squatting, kneeling, crawling, lying, semi-lying or jumping				
Standing with most of the body's weight on one leg				
VERY FAST MOVEMENTS				
Lifting or lowering				
Carrying with one hand or one side of the body				
Exerting force with one hand or one side of the body				
Pushing, pulling or dragging				
Very fast actions				
Working with the fingers close together or wide apart				
Applying uneven, fast or jerky forces				
Holding, supporting or restraining anything (including a person, animal or tool)				

STEP 2 - Does the task involve a long duration?				
Duration	Yes	Comments		
More than 2 hours over a whole shift				
Continually for more than 30 minutes at a time				
If you tick yes then the task is a risk and must be controlled				
STEP 3 - Does the task involve high or sudden force?				
Forces	Yes - Tick ea time posture / movement is observed	This action happens when .....	Because ... (describe why) this is the source of the risk	Where ticked – what are possible controls to reduce risk
Lifting, lowering or carrying heavy loads				
Throwing or catching				
Hitting or kicking or jumping				

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Forces	Yes - <i>Tick ea time posture / movement is observed</i>	This action happens when .....	Because ... (describe why) <i>this is the source of the risk</i>	Where ticked – what are possible controls to reduce risk
Applying a sudden or unexpected force including: <ul style="list-style-type: none"> <li>• handling a live person or animal or</li> <li>• applying uneven, fast or jerky forces during lifting, carrying, pushing or pulling or</li> <li>• Pushing or pulling objects that are hard move or stop e.g. a trolley</li> </ul>				
Exerting force while in a bent, twisted or awkward posture including: <ul style="list-style-type: none"> <li>• supporting items with hands are above shoulder height or</li> <li>• moving items when legs are in an awkward posture, working with fingers pinched together or held wide apart</li> <li>• Using a finger grip or pinch grip or an open handed grip</li> </ul>				
Exerting a force with the non-preferred hand				
Needing to use two hands to operate a tool designed for one hand				
The task can only be done for short periods of time				
Two or more people need to be assigned to handle a heavy, awkward or bulky load				
Workers report pain or significant discomfort during or after the task				

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Forces	Yes - Tick ea time posture / movement is observed	This action happens when .....	Because ... (describe why) this is the source of the risk	Where ticked – what are possible controls to reduce risk
Stronger workers assigned to do the task				
Employees say the task is physically very strenuous or difficult to do				
Workers think the task should be done by more than one person, or seek help to do the task as it requires high force				
<b>STEP 4 - Is there a hand or whole body vibration?</b>				
Driving for long periods				
Driving on rough roads				
Frequent use of hand powered tools or use for long periods				
Using high grip forces or awkward postures when using power tools				
Use of machines or tools where the manufacturer’s handbook warns of vibration				
Workers being jolted or continuously shaken				
Use of a vehicle or tool not suitable for the environment or task				

<b>STEP 5 - Is there a risk?</b>	
Did you answer yes in step 1 and step 2?	The task is a risk. Risk control is required.
Did you answer yes in step 3?	The task is a risk. Risk control is required.
Did you answer yes in step 4?	This task requires further investigation-refer to Vibration Code of Practice
<p>To aid prioritisation of timing and resourcing risk controls you may also need to consider:</p> <ul style="list-style-type: none"> <li>• Number of ticks or risk factors</li> <li>• Additional factors such as injuries associated with the task</li> </ul> <p>These items capture degree and likelihood of harm. You will also need to consider the availability and suitability of risk controls for the task</p>	