

MANUAL TASKS RISK ASSESSMENT

1 IDENTIFY

Manual Task:

Location:..... Date:.....
 Details of Task:..... Your Name:
 Others Consulted:.....

 How frequently is this task done?

Hazardous? Forces Postures Repetition Vibration

2 ASSESS

What are the risk factors? *(tick and make notes on the ones that apply)*

Repetitive movements *(more than twice a minute)*

Sustained or awkward posture(s) *(repetitive or sustained)*

Repetitive or sustained force *(more than twice a minute or for more than 30 seconds at a time)*

Long duration *(more than 2 hours over a whole shift or continually for more than 30 mins at a time)*

High or sudden force *(eg. over 15kg or difficult to lift, push, pull or restrain)*

Vibration *(whole body or hand-arm)*

What are the sources of risk?

Work Area design & layout

Nature of the things handled *(eg. size, weight, number of items, people, animals or awkward objects)*

Systems of work *(eg. time constraints, pace and flow, worker control, staffing)*

Work environment *(eg. cold, high temp, humid, wind, slippery, uneven, obstructions, low light)*

Is there a history of injury or soreness from this task?

Any existing controls? *(eg. rotations, trolley, hoist, SOP)*

These items are risk factors that must be controlled. Considering these risk factors and injury history, the effectiveness of existing controls and frequency of the task estimate the overall risk of injury

	LOW RISK	MODERATE RISK	SIGNIFICANT RISK	HIGH RISK
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3 CONTROL

Suggest ways that this manual task could be made less of a risk?

Can you eliminate the task?

Yes - How?

Is it practical to eliminate or reduce the risk by:

- Purchasing decisions/planning
- Changing the work area design & layout
- Changing the items handled *(no., size, weight, nature)*
- Using mechanical aids/equipment?
- Changing the system of work
- Altering the work environment's conditions?

Yes - How?

Can you reduce the risk with information, instruction and training?

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4 REVIEW

θ Evaluation by:..... Date: / /

θ Have you discussed the chosen "fix" solutions with the people who do the job?

θ Will the changes cause any other problems? If so, what?

θ What more could be done to control this task?

..... Re-evaluation Due: / /