

**MANUAL TASK RISK ASSESSMENT FORM.**

**Hazardous manual tasks – Definition:** “Any task that requires a person to *lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing, involving one or more of the following: repetitive or sustained force; high or sudden force; repetitive movement; sustained or awkward posture, exposure to vibration.*”

| <b>STEP 1: Enter details of those involved in the assessment and information about the manual task</b> |          |                            |                                     |  |                               |
|--|----------|----------------------------|-------------------------------------|--|-------------------------------|
| <b>Name of Task:</b>   |          |                            |                                     |  |                               |
| <b>Assessed by:</b>  |          | <b>Date of assessment:</b> |                                     | <b>Where is the activity undertaken:</b> |                               |
| <b>Reason for assessment:</b>  |          |                            |                                     |  |                               |
| Existing task  | New Task | New Information            | Change to existing work environment | Following incident/ injury               | Review of original assessment |
| <b>Description of Manual Task:</b>   |          |                            |                                     |  |                               |
| <b>Description of workplace environment, layout and physical conditions:</b>                           |          |                            |                                     |  |                               |
| <b>How many people carry out this task and how often?</b>  |          |                            |                                     |  |                               |

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### **Step 2: Identify hazards and determine control measures to eliminate or reduce the risk of injury**

2.1 Does the task involve repetitive or sustained postures, movements or forces? Tick yes if the task requires any of the following actions to be done:

More than twice a minute or more than 30secs at a time (sustained) (See Appendix 1)

**Break down the task/activity into steps, and at each step, identify any movements, postures or forces that could be harmful if performed repetitively, or if the posture/force is sustained. Also assess if the task involves any high/sudden forces or risk of being exposed to vibration. Then identify what preventative measures (i.e. Controls) are being implemented to reduce the risk of injury.**

| Steps involved in the Task:  | Yes       | This happens when | Because (describe why)<br><br>This is the source of the risk | What preventative measures are currently being used to reduce the risk of these movements, postures or forces? | Are there any additional measures that could be implemented to reduce the risk further? |
|--|-----------|-------------------|--|--|---|
| <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 fingers, hands or arms |           |                   |  |  |   |

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| Steps involved in the Task:   | Yes | This happens when | Because (describe why)<br>This is the source of the risk | What preventative measures are currently being used to reduce the risk of these movements, postures or forces? | Are there any additional measures that could be implemented to reduce the risk further? |
|---|-----|-------------------|--|--|---|
| <b>Legs</b>   |     |                   |  |  |   |
| Standing with most of the body's weight on one leg  |     |                   |  |  |   |
| Squatting, kneeling, crawling, lying, semi-lying or jumping.  |     |                   |  |  |   |
| Very fast movements e.g. packing bottles from a fast moving process line.                           |     |                   |  |  |   |
| <i>Repetitive force</i> - using force repeatedly over a period of time to move or support an object |     |                   |  |  |   |
| <i>Sustained force</i> - occurs when force is applied continually over a period of time.            |     |                   |  |  |   |

#### 2.2 Does the task involve long duration?

Tick yes if the task is done for:

| Duration                                   | Yes | Comments |
|--|-----|----------|
| More than 2 hrs. over a whole shift        |     |          |
| Continually for more than 30mins at a time |     |          |

*If you ticked yes, then the task is a risk and must be controlled*

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| <b>Step 2.3. Does the task involve high or sudden forces?</b><br><i>Tick yes if task involves any of the following, even if force is applied only once.</i>  | <b>Yes</b> | <b>This happens when</b> | <b>Because (describe why)</b><br><br><b>This is the source of the risk</b> | <b>What preventative measures are currently being used to reduce the risk of these movements, postures or forces?</b> | <b>What additional measures that could be implemented to reduce the risk further?</b> |
|--|------------|--------------------------|--|---|---|
| Lifting, lowering, or carrying <b>heavy loads</b>  |            |                          |  |   |   |
| Throwing or catching   |            |                          |  |   |   |
| Hitting, kicking or jumping  |            |                          |  |   |   |
| Applying a sudden or unexpected force, when handling live person or animal   |            |                          |  |   |   |
| Applying a sudden or unexpected force, when pushing or pulling objects that are hard to mover or stop. e.g. A trolley  |            |                          |  |   |   |
| Exerting force while in a bent, twisted or awkward posture including:<br>Supporting items with hands above shoulder height<br>Moving items when legs are in an awkward posture, working with fingers pinched together or held wide apart<br>Using a finger / pinch grip or an open hand grip |            |                          |  |   |   |
| Exerting force with the non-preferred hand   |            |                          |  |   |   |
| Needing to use two hands to operate a tool designed for one hand   |            |                          |  |   |   |
| Two or more people need to be assigned to handle a heavy, awkward or bulky load/piece of equipment.  |            |                          |  |   |   |
| Workers think the task should be done by more than one person, or seek help to do the task as it requires high force.  |            |                          |  |   |   |

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| <b>2.4. Are environmental factors increasing the risk?</b><br><i>Tick yes if task involves any of the following.</i> | <b>Yes</b> | <b>This happens when</b> | <b>Because (describe why)</b><br><br><b>This is the source of the risk</b> | <b>What preventative measures are currently being used to reduce the risk of these movements, postures or forces?</b> | <b>What additional measures that could be implemented to reduce the risk further?</b> |
|--|------------|--------------------------|--|---|---|
| Vibration (hand-arm or whole body)<br>(From tool or vehicle use)   |            |                          |  |   |   |
| High temperatures or radiant heat  |            |                          |  |   |   |
| Low temperatures   |            |                          |  |   |   |
| High Winds   |            |                          |  |   |   |
| High humidity  |            |                          |  |   |   |
| Handling cold objects  |            |                          |  |   |   |
| Floor/ground is slippery, wet or not level   |            |                          |  |   |   |
| Working in a restricted space (like an overcrowded or small store room)  |            |                          |  |   |   |
| Wearing protective or thick clothing, affecting comfort or handling.   |            |                          |  |   |   |

| <b>2.5. Are work organizational factors increasing the risk?</b><br><i>Tick yes if task involves any of the following.</i> | <b>Yes</b> | <b>This happens when</b> | <b>Because (describe why)</b><br><br><b>This is the source of the risk</b> | <b>What preventative measures are currently being used to reduce the risk of these movements, postures or forces?</b> | <b>What additional measures that could be implemented to reduce the risk further?</b> |
|--|------------|--------------------------|--|---|---|
| Peak busy periods/sudden variations in work load   |            |                          |  |   |   |
| Need for speed, accuracy or both   |            |                          |  |   |   |
| Long work hours or work force shortages  |            |                          |  |   |   |
| Other factors? Please describe:  |            |                          |  |   |   |

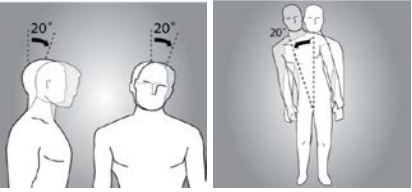

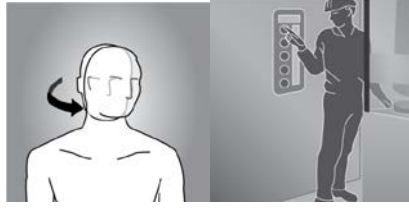





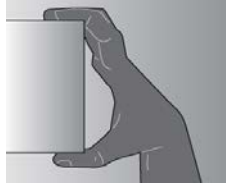




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| <b>Step 3. Assign responsibility for implementing additional controls</b> |                           |                           |                               |
|---|---------------------------|---------------------------|-------------------------------|
| <b>Additional control measures needed:</b>                                | <b>Resources required</b> | <b>Responsible person</b> | <b>Date of implementation</b> |
|   |                           |                           |                               |
|   |                           |                           |                               |
|   |                           |                           |                               |
|   |                           |                           |                               |
|   |                           |                           |                               |
|   |                           |                           |                               |

| <b>Review: Complete this section if reviewing original assessment or after an injury</b> |  |
|--|--|
| Scheduled review date:   |  |
| Are all control measures in place?   |  |
| Are controls eliminating or minimising the risk?   |  |
| Are there any new problems with the risk?  |  |
| <b>Review by: (name)</b>   |  |
| <b>Review date:</b>  |  |

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**Appendix 1: Examples of postures, movements and forces that pose a risk if they are repetitive or sustained**

|   |   |   |   |
|---|---|---|---|
| <p>Bending the back or head forwards or sideways more than 20 degrees</p>                                     | <p>Bending the back or head backwards more than 5 degrees or looking up</p>    | <p>Twisting the back or neck more than 20 degrees</p>    | <p>Twisting, turning, grabbing, picking or wringing actions with the fingers, hands or arms that includes excessive bending of the wrist</p>   |
| <p>Working with one or both hands above shoulder height</p>   | <p>Reaching forward or sideways more than 30cm from the body</p>    | <p>Reaching behind the body</p>    |   |
| <p>Standing with most of the body's weight on one leg</p>   | <p>Working with the fingers close together or wide apart</p>    | <p>Squatting, kneeling, crawling, lying, semi-lying or jumping.</p>                               | <p>Very fast movements, for example packing bottles from a fast moving process line.</p>    |
| <p><i>Repetitive force</i> - using force repeatedly over a period of time to move or support an object</p>  | <p>Examples of repetitive force include:</p> <ul style="list-style-type: none"> <li>• lifting and stacking goods onto a pallet</li> <li>• gripping and handling bricks when bricklaying</li> <li>• repetitively pressing components with the thumbs or other part of the hand to assemble an item</li> <li>• prolonged application of therapeutic massage treatment</li> <li>• removing splinting material from patients using shears.</li> </ul> | <p><i>Sustained force</i> - occurs when force is applied continually over a period of time.</p>  | <p>Examples of sustained force include:</p> <ul style="list-style-type: none"> <li>• pushing or pulling a trolley around hospital wards</li> <li>• holding down a trigger to operate a power tool</li> <li>• supporting a plaster sheet while fixing it to a ceiling</li> <li>• carrying objects over long distances</li> </ul> |