

MANUAL HANDLING RISK ASSESSMENT

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.

Instructions: 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.

Step 1: Enter details of those involved in the assessment and information about the manual task:

Division/Faculty:

School/Unit:

Risk Assessment completed by:

Date completed:

Reason for Assessment

Existing task

New Task

New Information

Change to existing work environment

After an incident

Review of original assessment

Where is the location of the activity: (Building, Room no. etc)

Description of manual handling activity/task:

Description of workplace environment, layout and physical conditions:

How many people carry out this task?

STEP 2 : Identify the hazards:

2.1 Postures and Movements :- Tick yes If the task requires any of the following actions to be done: More than twice a minute or position held for more than 30secs at a time (sustained)

YES

Twisting, or bending of the head forwards backwards or side ways

Twisting, or bending of the back forwards backwards or side ways

Reaching forwards or sideways >30cm away from the body

Twisting and Reaching behind or across the body

Sustained or repetitive reaching above shoulder height

Working with both hands well above waist height or one or both elbows well away from the side of the body

Excessive bending of the wrist upwards, downwards or sideways

Twisting, turning, grabbing, flicking, pressing, clicking kneading, wringing actions with the fingers, hands or arms

Squatting, kneeling, crawling, climbing, lying, jumping or running

Standing unbalanced or with most of the weight on one leg

Very fast movements

2.2 Does the task involve long duration?

YES

More than 2 hrs over a whole shift

Continually for more than 30mins at a time

2.3 Are work organizational factors increasing the risk? Tick yes if task involves any of the following

YES

Peaks or sudden/periodic variations in work load

YES

Need for speed, accuracy or both

YES

Long work hours or work force shortages

**2.4 Does the task involve high or sudden forces?
Tick yes if task involves any of the following. Even if force is applied only once**

YES

- Lifting, lowering, carrying
- Applying uneven, fast or jerky forces during lifting, carrying, pushing or pulling
- Holding, supporting or restraining a person, animal or heavy object
- Using a finger-grip, open-handed grip or other inefficient hand position to handle a heavy or large load
- Exerting high force while in an awkward posture
- 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 or bulky load
- Carrying or exerting force with one side of the body or one hand
- Pulling, pushing or dragging

Tick yes if workers report any of the following

YES

- Fatigue or Physical difficulty
- Pain or discomfort during or after the task
- The can only perform the task for short periods
- They think the task should be performed by more than 1 person or seek help to perform the task
- Stronger workers are assigned to the task

2.5 Are environmental factors increasing the risk? Tick yes if task involves any of the following

YES

- Vibration (hand-arm or whole-body) (From tool or vehicle use)
- High temperatures or radiant heat
- Poor visibility
- High humidity
- Handling cold objects

YES

- Low temperatures
- High winds
- Wearing protective or thick clothing, affecting comfort or handling
- Floor/ground is slippery, wet or not level
- Working in confined spaces

STEP 3: Risk assessment and control:

3.1 List current controls for task (SWP, Training, Manual task aids or equipment)

3.2 Risk assessment: What additional controls need to be put in place to eliminate or reduce the risk? Use appendix 1 as a guide in assisting with risk controls. A number of controls may be needed to eliminate or reduce the risk.

If you answered Yes to any questions in section 2 the task requires appropriate controls to be put in place. Also consider the number of ticks in each section and previous injury reports when determining priority of risk controls.

List Additional controls needed

To be implemented by:

**Date controls to
be implemented by:**

Appendix 1:- Examples of controls following hierarchy for each of the types of hazard : These are examples of risk control and the list is not exhaustive

Postures and movements	Forces	Environment
<p>Elimination</p> <ul style="list-style-type: none"> Automate or mechanise the task, especially repetitive functions Modify operation or production method Use bulk handling methods <p>Alter the design and layout of the workplace</p> <ul style="list-style-type: none"> Ensure the equipment accounts for differences in worker size, shape and physical ability – i.e. adjustable or fixed to suit all workers Ensure working heights are matched to the task and the worker Ensure items are within reaching distance Place items where the person can be in a comfortable symmetrical posture when handling Provide seating that matches the needs of the task and the worker – i.e. adjustable seating for multiple workers <p>Alter the size or shape of the load</p> <ul style="list-style-type: none"> Alter the size or shape of the load <p>Alter the items used</p> <ul style="list-style-type: none"> Use power tools Ensure tools are suitable for the task Ensure tools orient the arm, hand and wrist in a power grip position 	<p>Elimination</p> <ul style="list-style-type: none"> Automate or mechanise the task, especially tasks that are repetitive Modify operation or production method Use bulk handling methods <p>Alter the design and layout of the workplace</p> <ul style="list-style-type: none"> Provide a means for attaching mechanical aids for lifting to the load Use jigs to hold or support the items Alter the workplace so mechanical aids can be used and are accessible <p>Alter the size or shape of the load</p> <ul style="list-style-type: none"> Reduce weight and dimensions of the load Reduce the number of items handled at one time Provide handles, hand-holds or cut-outs to improve grip Reduce amount of manipulation required (use mechanical aids) Modify the load so mechanical aids can be used <p>Alter the items used</p> <ul style="list-style-type: none"> Use power tools Ensure tools are suitable for the task Use lightweight tools where possible Use tool counterbalances Ensure tool handles fit workers comfortably Maintain tools and equipment 	<p>Elimination</p> <ul style="list-style-type: none"> Automate or isolate processes Use remote controlled processes to isolate workers from vibration sources <p>Alter working environment</p> <ul style="list-style-type: none"> Isolate workers from vibration sources through the use of dampening or suspension systems Redirect cold exhaust air Improve ventilation and air circulation Provide shade Provide thermal screens/barriers Provide sheltered walkways/wind barriers Provide lighting suited to the task <p>Alter the items used</p> <ul style="list-style-type: none"> Insulate hot/cold items or tools Select alternative lower vibration equipment Use balancers/tensioners Use vibration damping materials Maintain equipment
<p>Alter the work organisation</p> <ul style="list-style-type: none"> Provide rest breaks and task variation Ensure workloads and deadlines are achievable Allow workers some latitude to influence the rate and pace of work Monitor and control overtime and shiftwork Provide training and supervision 		