

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.*”

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

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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) 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?
Back					
Bending or twisting e.g. more than 20 degrees	Forwards				
	Sideways				
	Twisting				
Bending e.g. more than 5 degrees	Backwards				
Neck or Head					
Bending or twisting e.g. more than 20 degrees	Forwards				
	Sideways				
	Twisting				
Bending e.g. more than 5 degrees	Backwards				
Arms / Hands					
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) 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?
Legs					
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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Step 2.3. Does the task involve high or sudden forces? <i>Tick yes if task involves any of the following, even if force is applied only once.</i>	Yes	This happens when	Because (describe why) This is the source of the risk	What preventative measures are currently being used to reduce the risk of these movements, postures or forces?	What additional measures that could be implemented to reduce the risk further?
Lifting, lowering, or carrying heavy loads					
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: Supporting items with hands above shoulder height Moving items when legs are in an awkward posture, working with fingers pinched together or held wide apart 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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2.4. Are environmental factors increasing the risk? <i>Tick yes if task involves any of the following.</i>	Yes	This happens when	Because (describe why) This is the source of the risk	What preventative measures are currently being used to reduce the risk of these movements, postures or forces?	What additional measures that could be implemented to reduce the risk further?
Vibration (hand-arm or whole body) (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.					

2.5. Are work organizational factors increasing the risk? <i>Tick yes if task involves any of the following.</i>	Yes	This happens when	Because (describe why) This is the source of the risk	What preventative measures are currently being used to reduce the risk of these movements, postures or forces?	What additional measures that could be implemented to reduce the risk further?
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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Step 3. Assign responsibility for implementing additional controls

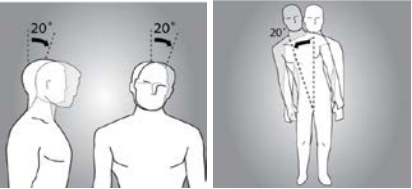

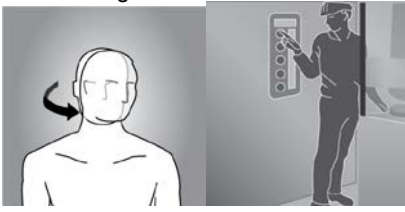










Additional control measures needed:	Resources required	Responsible person	Date of implementation

Review: Complete this section if reviewing original assessment or after an injury

Scheduled review date:	
Are all control measures in place?	
Are controls eliminating or minimising the risk?	
Are there any new problems with the risk?	
Review by: (name)	
Review date:	

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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"> • lifting and stacking goods onto a pallet • gripping and handling bricks when bricklaying • repetitively pressing components with the thumbs or other part of the hand to assemble an item • prolonged application of therapeutic massage treatment • removing splinting material from patients using shears. 	<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"> • pushing or pulling a trolley around hospital wards • holding down a trigger to operate a power tool • supporting a plaster sheet while fixing it to a ceiling • carrying objects over long distances