

Appendix 2: Step 2 Manual tasks: Risk assessment form (example)

Use this checklist to help understand why performing the task is a problem.

Location/group	Manual task (No.)	Assessors/people involved:			Comments
Risk factors to consider	Level of risk	Sources of risk			
Refer to the information in Appendix 4 of this code of practice for guidance.	Estimate the level of risk each risk factor poses. ie: • n/a; • low; • medium; or • high.	Note the possible source(s) of risk, ie: • work area/layout; • nature of the load; • nature of item, equipment, tool; • working environment; or • systems of work, work organisation or work practice.	Make notes on reasons for your assessment.		
Actions and postures					
Do the actions and postures involve:					
Holding loads or arms away from trunk					
Reaching upwards or load handling above shoulder height					
Bending the back or neck forwards or handling below mid-thigh height					
Twisting the back, neck or upper body					
Sideways bending or load handling on one side					
Long carrying distances					
Sudden jerky, rapid or unexpected movements					

Risk factors to consider	Level of risk	Sources of risk	Comments
Bending hands or wrists forwards, to the side or twisting			
Reaching behind or over reaching in any other direction			
Crawling, kneeling, crouching, squatting, lying or semi-lying			
Twisting or wringing using fingers or hands			
Maintaining the same posture for prolonged periods			
Repeating similar movements or actions			
Forces and loads Are the forces and loads handled:			
Heavy			
Bulky, large or awkward			
Difficult or uncomfortable to grasp or hold			
Unstable, unbalanced or unpredictable			
Harmful or fragile			
A person or animal			
Sudden, jerky, rapid or unexpected			
Involving strenuous lifting, lowering or carrying			

Risk factors to consider	Level of risk	Sources of risk	Comments
Requiring strenuous pushing or pulling			
Involving sustained application of force or grip			
Vibration Does the work involve:			
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			
Working environment Is there in the working environment:			
Constraints on postures or movement			
Rough or slippery floors			
Variations in levels or uneven ground			
Adverse climatic conditions eg cold, hot, wind, ice or humidity			

Risk factors to consider	Level of risk	Sources of risk	Comments
Poor lighting			
Narrow or obstructed thoroughfares			
Poor ventilation			
Distracting or loud noises			
Systems of work, work organisation and work practices In the working environment do workers:			
Find activities to be too long, too fast or too frequent to maintain			
Have difficulty in maintaining levels of physical work			
Frequently need to meet tight deadlines			
Experience inadequate activity variation or inadequate task breaks			
Experience sudden changes in workload eg seasonal changes			
Experience lack of control over work rate or demands			
Have bonus or incentives schemes, which may cause unsafe work rates			
Have performance monitored closely and continuously			
Undertake a flow of work that does not minimise handling, repetitive movement or sustained postures			
Require high levels of concentration and attention			

Risk factors to consider	Level of risk	Sources of risk	Comments
Undertake long or extended work hours or shifts			
Worker characteristics Does the job:			
Involve young or older people			
Involve workers who are pregnant or who have recently given birth			
Involve workers with physical limitations or special needs			
Require special skills, capabilities or knowledge			
Require protective equipment or clothing that is limiting			
Involve workers with language or cultural barriers			

Appendix 3: Step 3 Manual tasks: Risk control and follow up form (example)

Location/group:		Manual task (No.):			
Short term (up to four weeks)					
Action required	Person responsible	Completion date	Review date	Comments on review	
Medium term (four weeks to six months)					
Action required	Person responsible	Completion date	Review date	Comments on review	
Long term (more than six months)					
Action required	Person responsible	Completion date	Review date	Comments on review	