

# Hazardous Manual Handling Risk Assessment

**HSW-F-003**

<b>Assessment Details</b>	
Campus:	Location of Task:
Description of Task:	
Assessment Date:	Department:
<b>Assessors</b>	
Management Representative:	
Health and Safety Representative:	
Other:	
<b>Reason for Assessment</b>	
Existing Task	New task
Change in Task, Object or Tool	New Information
Incident Report	Hazard Report
<b>Describe the Task and Area: (Or attach a Photo)</b>	

**Complete Below Table to Identify whether the work involves Hazardous Manual Handling.**

Repetitive or sustained application of force		Exposure to sustained vibration	
Sustained awkward posture		Handling of live people or animals	
Repetitive movement		Unstable or unbalanced loads or loads that are difficult to grasp or hold	
Application of high force		Any Other:	
For known risks are suitable control measures available now?			

*If you ticked any of the boxes, the work involves hazardous manual handling. You should do a risk assessment for any hazardous manual handling, unless you are already aware of the MSD risk(s) and known risk control measures available and suitable for your work place. If there is a suitable risk control measure available now, it can be implemented straight away.*

**Risk Assessment & Control Worksheet**

**Step 1** – Does the work involve any repetitive or sustained forces, sustained awkward postures or repetitive movements? As a guide:

- *repetitive means the movement or force is performed more than twice a minute, and*
- *sustained means the posture or force is held for more than 30 seconds at a time*

<b>Postures / Movements / Forces</b>	<b>Yes</b>	<b>When?</b>	<b>Why? (Source of Risk) (e.g. workplace layout, workplace environment, systems of work, things used)</b>	<b>If any boxes are ticked, what are possible risk control measures?</b>
<b>BACK</b>				
Bending or twisting the back forwards or sideways (more than 20°)				
Visibly bending the back backwards (more than 5°)				
<b>HEAD/NECK</b>				
Bending the head forwards or sideways (more than 20°) or twisting the neck (more than 20°)				
Visibly bending the head backwards (more than 5°)				

**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 the fingers, hands or arms				
Working with the fingers close together or far apart				

**LEGS**

Squatting, kneeling, crawling, lying, semi-lying or jumping				
Standing with most of the body's weight on one leg				

**FORCES**

Lifting or lowering				
Carrying with one hand or one side of the body				
Exerting force with one hand or one side of the body				
Pushing, pulling or dragging				
Very fast movements				
Applying uneven, fast or jerky forces				
Holding, supporting or restraining any object, live person/animal or tool				
Exerting force while in an awkward posture				

**Step 2** – Does the work involve long duration?

Duration	Yes	Comments
More than two hours over the whole shift		
Continually for more than 30 minutes at a time		

**Step 3:** Does the work Involve high Force?

High Force	Yes	When	Why (e.g. workplace layout, workplace environment, systems of work, things used)	If any boxes are ticked, what are possible risk control measures?
Lifting, lowering or carrying heavy loads				
Potentially applying a sudden or unexpected force including:				
<ul style="list-style-type: none"> <li>handling a live person or animal</li> </ul>				
<ul style="list-style-type: none"> <li>applying uneven, fast or jerky forces during lifting, carrying, pushing or pulling, or</li> </ul>				
<ul style="list-style-type: none"> <li>pushing or pulling objects that are hard to move or stop (for example, a trolley)</li> </ul>				
Exerting high force while in a bent, twisted or awkward posture including:				
<ul style="list-style-type: none"> <li>supporting items with hands above shoulder height</li> </ul>				
<ul style="list-style-type: none"> <li>moving items when legs are in an awkward posture, working with fingers pinched together or held wide apart, or</li> </ul>				
<ul style="list-style-type: none"> <li>using a finger grip, pinch grip or an open handed grip or exerting force at the limit of the grip span</li> </ul>				

Needing to use two hands to operate a tool designed for one hand				
Exerting force at the limit of the grip span				
Exerting force with the non-preferred hand				
Using a finger-grip, pinch-grip or open-handed grip to handle a heavy or large load				
It can only be done for short periods of time because of the physical effort required				
It is physically very strenuous, or difficult to do because of the physical effort required				
Pain or significant discomfort occurs during or after it because of the physical effort required				
Two or more people are assigned to do it because of the physical effort required				
Prolonged lifting or carrying of heavy loads				
Using high grip forces or awkward postures when using power tools				

**Step 4:** Are environmental factors increasing the risk?

<b>Environmental Factor</b>	<b>Yes</b>	<b>If any boxes are ticked, what are possible risk control measures?</b>
Frequent use of powered hand tools or use for long periods		
Driving for long periods		
Driving on rough roads		
Use of machines or tools where the manufacturer's handbook warns of vibration (e.g. tools should be selected with the least amount of vibration)		

Being jolted or continuously shaken		
Use of a vehicle or tool not suitable for the environment or task		
Cold (e.g. cool rooms, freezers)		
Heat (e.g. radiant heat, foundries, kitchens)		
Humidity		
Weather (e.g. rain, wind, high temperatures)		
Slippery and uneven floor surfaces/gradient		
Obstructions		
Poor lighting		
Wearing protective clothing while working in hot conditions		
Wearing thick clothing while working in cold conditions (e.g. gloves)		
Handling very cold or frozen objects		
Organisational factors (see breakout box below paragraph 55 on page 22)		

**Step 5** – Is there a risk of MSD associated with the hazardous manual handling?

**Did you answer yes in steps 1 and 2?** There is a risk of MSD, risk control measures are required.

**Did you answer yes in step 3?** There is a risk of MSD, risk control measures are required (note this is regardless of whether you also answered yes to step one and two).

**Did you answer yes in step 4?** There may be a risk of MSD or an existing risk may increase, investigate further.

**Step 6** – Identifying risk control measure options and investigating risk control measures

Hierarchy of Control	Risk Control measure Option	Investigation into Risk control measures	Risk control measure to be implemented
Eliminate the risk so far as reasonably practicable			
Reduce the risk so far as reasonably practicable by: <ul style="list-style-type: none"> <li>altering the workplace layout</li> <li>altering the environmental conditions</li> <li>altering the systems of work</li> <li>changing the things used in the hazardous manual handling</li> <li>using mechanical aids</li> <li>any combination of the above</li> </ul>			
Reduce the risk so far as is reasonably practicable by providing information, instruction or training.			

**Step 7** – Implementing Risk Control Measures

Action Required	Person Responsible	Completion Date	Review Date	Completed Date
Short Term (Immediately to within a few weeks)				
Medium-term (within a few weeks to a couple of months)				
Long-term (within several months)				

Assessor Electronic Signature: