

Manual Handling

Risk Assessment Guide Checklist

Location of task:	Management rep:
Description of hazardous manual task:	Health and Safety rep:
Date of assessment: / /	Others (workers consultants):

Notes: Some structures may also require assessment as confined spaces. Check overhead power hazards too.

Reason for identification

Existing task	New task
Report of musculoskeletal disorder (MSD)	New information
Change in task, object or tool	

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Step 1: Does the task involve repetitive or sustained movements, postures or forces?

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.

Postures and Movements Place a tick in the 'yes' column each time you observe repetitive movement or sustained posture.		Yes	This action happens when	Because: (describe why) This is the source of the risk	If any boxes are ticked, what are possible controls to reduce the risk?
BACK					
Bending or twisting e.g. more than 20 degrees	Forwards				
	Sideways				
	Twisting				
	Backwards				
Bending e.g. more than 5 degrees					
NECK OR HEAD					
Bending or twisting e.g. more than 20 degrees	Forwards				
	Sideways				
	Twisting				
	Backwards				
Bending e.g. more than 5 degrees					
ARMS/HANDS					
Working with one or both hands above shoulder height					
Reaching forwards or sideways more than 30cm from the body					

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Postures and Movements Place a tick in the 'yes' column each time you observe repetitive movement or sustained posture.	Yes	This action happens when	Because: (describe why) This is the source of the risk	If any boxes are ticked, what are possible controls to reduce the risk?
Reaching behind the body				
Excessive bending of the wrist				
Twisting, turning, grabbing, picking or wringing actions with the fingers, hands or arms				
LEGS				
Squatting, kneeling, crawling, lying, semi-lying or jumping				
Standing with most of the body's weight on one leg				
VERY FAST MOVEMENTS				
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 actions				
Working with the fingers close together or wide apart				
Applying uneven, fast or jerky forces				
Holding, supporting or restraining anything (including a person, animal or tool)				

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Step 2 – Does the task in step 1 involve long duration?

Tick yes if the task is done for:

Duration	Yes	Comments
More than 2 hours over a whole shift		
Continually for more than 30 minutes at a time		
If you ticked yes then the task is a risk and must be controlled		

Step 3 – Does the task involve high or sudden force?

Forces Tick yes if the task involves any of the following high or sudden forces, even if the force is applied only once	Yes	This action happens when	Because: (describe why) This is the source of the risk	If any boxes are ticked, what are possible controls to reduce the risk?
Lifting, lowering or carrying heavy loads				
Throwing or catching				
Hitting, kicking or jumping				
Applying a sudden or unexpected force including: <ul style="list-style-type: none"> > handling a live person or animal > applying uneven, fast or jerky forces during lifting, carrying, pushing or pulling, or > pushing or pulling objects that are hard to move or stop e.g. a trolley 				

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<p>Exerting force while in a bent, twisted or awkward posture including:</p> <ul style="list-style-type: none"> > supporting items with hands are above shoulder height > moving items when legs are in an awkward posture, working with fingers pinched together or held wide apart, or > using a finger grip, pinch grip or an open handed grip 								
Exerting a force with the non-preferred hand								
Needing to use two hands to operate a tool designed for one hand								
The task can only be done for short periods of time								
Two or more people need to be assigned to handle a heavy, awkward or bulky load								
Workers report pain or significant discomfort during or after the task								
Stronger workers assigned to do the task								
Employees say the task is physically very strenuous or difficult to do								
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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Step 4 – Is there hand, arm or whole body vibration?

Tick yes if any of the following environmental factors are present in the task.

Environmental factors	Yes
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	

Step 5 – Is there a risk?

Did you answer yes in step 1 and step 2? **The task is a risk. Risk control is required.**

Did you answer yes in step 3? **The task is a risk. Risk control is required.**

Did you answer yes in step 4? **This task requires further investigation**

To aid prioritisation of timing and resourcing risk controls you may also need to consider:

- > Number of ticks or risk factors.
- > Additional factors such as injuries associated with the task.

These items capture degree and likelihood of harm. You will also need to consider the availability and suitability of risk controls for the task.