**Risk Assessment for Hazardous Manual Tasks (the activity or task, the equipment used) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Workplace/Work Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Assessment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Completed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_Date: \_\_\_\_**

**In consultation with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| ***What can harm: Hazards / Risks*** Gather all relevant information and review of past records, workers relevant experience, CCSM procedures, industry best practice, published literature; specialist advice/judgment and relevant legislation and Codes of Practice etc. | ***Reducing the risk:***Determine the most suitable control measures to further reduce the risk. Use ‘Hierarchy of Control’ from highest to lowest and combine multiple controls if needed to reduce risk to as low as reasonably practicable (“ALARP”)***Hierarchy of controls******Level 1* –** Eliminate the hazards***Level 2*.**Substitute the hazard with something safer Isolate the hazard from people Reduce the risk through engineering controls***Level 3* -** Reduce the exposure to the hazard through administrative controls e.g training, information, supervision Use personal protective equipment |

TICK BOXES BELOW IF APPLICABLE

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| **1 Does the task involve repetitive or sustained postures or movements?****(i.e following actions are done more than twice a minute or for more than 30 seconds at a timer)** |
| Bending the back forwards or sideways more than 20 degrees [ ] Twisting the back more than 20 degrees [ ] Any visible backward bending [ ] Bending the head forwards or sideways more than 20 degrees [ ] Any visible bending of the head backwards [ ] Twisting the neck more than 20 degrees [ ] Working with one or both hands above shoulder [ ] Reaching forwards or sideways more than 30cm from the body [ ] Reaching behind the body [ ] Squatting, kneeling, crawling, lying, semi-lying or jumping [ ]  | Twisting, turning, grapping, picking or wringing actions with fingers, hands or arms [ ] Standing with most of the bodies weight on one leg [ ] Working with the fingers close together or wide apart [ ] Very fast movements [ ] Bending of the wrist [ ] Other repetitive or sustained postures (list below) [ ]  |
| **2. Does the task involve forces?** |
| Lifting, lowering or carrying [ ] Carrying with one hand or one side of the body [ ] Exerting force with one hand or on one side of the body [ ] Push, pulling or dragging [ ] Gripping with the fingers pinched together or held wide apart [ ]  | Using a finger grip, pinch grip, or an open handed grip to handle a load [ ] Holding, supporting, or restraining any object, person, animal or tool [ ] Exerting force while in an awkward posture for example,supporting items while arms or shoulders are in an awkward posture, or moving items while legs are in an awkward posture [ ]  |
| **3. Does the task involve long duration?** |
| (i.e the task is done more than 2 hours over a whole shift or continually for more than 60 minutes at a time) Yes No |
| **4. Does the task involve high force?** |
| Lifting, lowering or carrying heavy loads [ ] Pushing or pulling objects that are hard to move or hard to stop [ ] Using a finger-grip or an open handed grip to handle a heavy or large load [ ] Exerting force at the limit of the grip span [ ] Needing to use two hands to operate a tool designed for one hand [ ] Holding, supporting or restraining a person, animal or heavy object [ ] Exerting force with a non-preferred hand [ ]  | Two or more people needed to be assigned to handle a heavy bulky load [ ] During the application of high force, the body is bent, twisted or otherwise awkward posture [ ] Applying force suddenly in response to unexpected forces [ ] Hitting or kicking [ ] Throwing or catching [ ] Holding, supporting or restraining a person or animal likely to move unexpectedly [ ] Jumping while holding a load [ ]  |
| **5. Tick box if workers report any of the following about the task.** |
| The task can be done for short periods [ ] Pain or significant discomfort during or after the task [ ] Stronger workers are assigned to do the task [ ]  | Workers 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 [ ]  |
| **6. Vibration** |
| Hand,arm vibration [ ]  Whole body vibration [ ]  |
| **7. Thermal & Physical Environment** |
| Low temperatures – cool rooms, cold rooms, or working outside in cold weather [ ] Hot/ Humid conditions [ ] Radiant heat – from sun [ ] Varying floor levels [ ] Floor in poor condition [ ] Poor lighting [ ] Wearing thick clothing that restricts movement while working in hot/cold conditions [ ]  | Handling very cold or frozen objects [ ] Windy conditions [ ] Rough surfaces [ ] Slippery floors [ ] Steps [ ] Poor storage conditions [ ] Obstructions/Cramped [ ]  |
| **8. Work Organisation and Work Practices** |
| Require unusual strength [ ] Medical/health condition [ ] Need to frequently meet deadlines [ ] Levels of physical work demand that workers find difficult to maintain [ ]  | Specific training required [ ] Pregnant [ ] Sustained high levels of concentration and attention [ ]  |
| **9. Other factors: (include pictures/diagrams as required)** |
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RISK CONTROL

How are you going to fix the problems? You may need to use a combination of risk controls to eliminate or minimise the risk as far as reasonably practicable.

**Can you stop doing the task?**

**Describe how you can eliminate the need to perform the task:**

**Can you eliminate or reduce the hazard by doing one or more of these controls?**

1. Altering the design and layout of the workplace
2. Altering the nature of the load
3. Altering the nature of the items used
4. Altering the work environment
5. Altering work practices and work organisation

**What information, instruction, training and supervision is necessary to make the new procedure work properly?**

**Describe how you can eliminate or minimise the hazard:**

**1.**

**2.**

**3.**

**4.**

**5.**

**What information, instruction, training and supervision is necessary to make these controls work properly**

**Can you reduce the hazard with information, instruction, training and supervision? How?**

**Yes**

**No**

**No**

**Yes**

**When will the controls be implemented?**

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| **Short Term (immediately to within a few weeks)** |
| **Action Required** | **Person Responsible** | **Completion Date** | **Review Date** | **Action Completed** |
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| **Medium Term (within a few weeks to a couple of months)** |
| **Action Required** | **Person Responsible** | **Completion Date** | **Review Date** | **Action Completed** |
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| **Long Term (within several months)** | **Person Responsible** | **Completion Date** | **Review Date** | **Action Completed** |
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*Review risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years).*

Risk Assessment Authorised by: Signature: Date: