

# Worksheet 1- PErforM Risk Assessment Tool Activity 2

PErforM - Participative Ergonomics for Manual Tasks

Manual tasks risk assessment form

## Date and Workplace

Date: **27/04/16** Workplace: \_\_\_\_\_

## Risk assessors

Work unit/team: **Northern Runs**

Positions: **Drivers**

Names: **Kerry, Mick & Carmel**

## Task description

Name of task: **Loading linen into van** \_\_\_\_\_

Why was this task selected: **Workers complained that the task was time consuming and that their backs were sore. They also state it is more difficult back at the laundry unloading the van as there is quite a build up of linen.** \_\_\_\_\_

Location where task occurs: **Loading areas of motels/hotels** \_\_\_\_\_

Who performs the task: **5 x Drivers** \_\_\_\_\_

General description: **Worker unloads by hand a large trolley/tub of dirty linen straight into the back of their van. Number of trolleys can be b/w 1-5 per hotel. 1 trolley unloaded at a time. Have to walk approx 20-100m to get to where trolleys are stored in hotel/motel's storage room.** \_\_\_\_\_

Postures: **Bent over back when reaching into trolley and to ground to pick up dropped linen. Above shoulder postures to unload linen on top of already loaded linen in van.** \_\_\_\_\_

Forceful/muscular exertions: **Feel it in arms/upper body when throwing linen into back of van. Feel it in back when reaching into trolley and picking up fallen linen from the ground. Feel it in forearms when linen is twisted and needs to be loosened. Pace of unloading can be fast.** \_\_\_\_\_

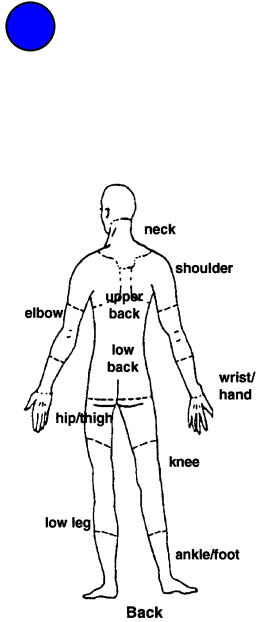
Repetition and duration: **Takes approx 45 secs per trolley to unload. Usually unload 1 trolley at a time. Have to walk approx 20-100m to get to where trolleys stored in hotel/motel's storage room. Drivers drive approx 15-40 mins between sites.** \_\_\_\_\_

Tools or equipment used: **N.B Gloves were not worn when task being assessed.** \_\_\_\_\_

Work/task organisation and environment: **5 hour shifts. Approx 10 sites visited. Male workforce. Certain sites -drivers unable to park close so have to push trolley for a distance b/w 20 -100m before unloading.** \_\_\_\_\_

## Worksheet 2—Risk factor assessment

1. Indicate on the body chart which area(s) of the body you feel are affected by the task.
2. If more than one body part is affected, you may shade the different body parts in different colours. If so, use the matching colour when scoring the risk factors (e.g. red for arms on the body and score sheet, blue for low back on the body and score sheet).
3. Give each risk factor a score out of five. One (1) is when the risk factor is not present and five (5) is when the risk factor is the most severe level they have experienced.

<b>Exertion</b> -How much force is the person using? – think about starting or stopping quickly					<p style="text-align: center;"><b>Body part</b></p> 
1 No effort	2	3 Moderate force & speed	4	5 Maximum force or speed	
<b>Awkward posture</b> - How awkward is the person's posture?					
1 All postures neutral	2	3 Moderately uncomfortable	4	5 Very uncomfortable	
<b>Vibration-</b> How much are the whole body or hand(s) being vibrated?					
1 None	2	3 Moderate	4	5 Extreme	
<b>Duration</b> - How long is the action performed for?					
1 < 10 minutes	2 10-30 min	3 30 min – 1 hr	4 1 – 2 hrs	5 > 2 hrs	
<b>Repetition-</b> How often are similar actions done?					
1 No repetition	2	3 cycle time < 30 s	4	5 cycle time < 10 s	

### Risk controls

#### Design control options:

(eliminate, substitute, engineer) \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

#### Administrative control options:

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