

Manual tasks checklist

Please indicate the appropriate response. A "No" answer means that the hazards should be assessed and control measures considered where the assessment indicates it is necessary.

Date of inspection:

Address of premises:

For any manual task	Yes/No	Nature of hazard identified/ Hazard report completed
Can you comfortably move without restriction around the work area to do the tasks?		
Can you work without:		
<ul style="list-style-type: none"> • excessive bending, twisting or over reaching? 		
<ul style="list-style-type: none"> • holding part of your body still for long periods? 		
Have all the people handling tasks been assessed?		
Are appropriate handling methods in place to handle clients who are:		
<ul style="list-style-type: none"> • awkward to handle, unstable or unbalanced? 		
<ul style="list-style-type: none"> • attached to any equipment? 		
<ul style="list-style-type: none"> • uncooperative or have other behavioural problems? 		
Is there a safe method for transferring clients up or down stairs?		
Have workers been trained in the safe handling of the client?		
Can the task be carried out in a safe working environment (floor, lighting, too hot/cold)?		
Does the vehicle design allow you to do the following without using an awkward posture:		
<ul style="list-style-type: none"> • transfer clients in/out of the vehicle? • secure clients inside the vehicle? • transfer equipment into/out of the vehicle? 		
Have workers been trained in the correct techniques for the tasks they carry out?		