



Hazardous manual task systems self-assessment tool

This assessment tool aims to help employers, managers and supervisors to:

- determine how effective their system is for managing hazardous manual tasks (HMT)
- identify opportunities for improvement.

Improving how HMTs are managed can:

- reduce the risk of injuries
- provide business benefits (e.g. improved productivity, staff morale and staff retention).

Using this tool

- Include a cross section of staff and contractors to help get a true indication of how your workplace is progressing with developing better safety systems.
- Fill out the assessment tool, noting which column has the most ticks.
- Each element has three rating levels. After filling out the assessment tool, if you tick:

Good practice zone - you are likely to have effective HMT systems and practices in place and will need to maintain these.

Working towards a systematic approach zone - you are on the right track, and there are opportunities for improvement.

Improvement required zone - it is likely that you are not managing HMT issues effectively. Significant improvements are likely to be required to prevent injuries.

- Once the checklist is completed, discuss the results with your leadership team and decide on actions to be taken.
- Keep a record of what needs to be done and how it will be implemented.
- Start with the areas where your rating was in the improvement required (**red**) zone, followed by those in the working towards a systematic approach (**amber**) zone and good practice (**green**) zone.

Find more information and resources at worksafe.qld.gov.au.

Improvement required	Working towards a systematic approach	Good practice
<p>Management commitment to HMT Legislation: <i>Work Health and Safety Act 2011</i> (WHS Act) section 27</p>		
<input type="checkbox"/> No time or money allocated to address HMT issues <input type="checkbox"/> No controls implemented for HMT	<input type="checkbox"/> Insufficient time and money allocated to address HMT issues <input type="checkbox"/> Limited management involvement in HMT initiatives <input type="checkbox"/> HMT controls are implemented on an ad hoc basis <input type="checkbox"/> Lower order HMT controls are implemented	<input type="checkbox"/> Management actively participates in HMT initiatives <input type="checkbox"/> Management allocates adequate resources to address HMT issues <input type="checkbox"/> Managers authorise HMT/musculoskeletal disorder (MSD) incidents/actions <input type="checkbox"/> Managers/supervisors have key performance indicators related to MSD (sprain/strain) injury prevention
<p>Comments:</p>		

Improvement required	Working towards a systematic approach	Good practice
<p>Consultation about HMT Legislation: WHS Act Part 5 – Consultation, representation and participation WHS Act - sections 47, 48, 49 requires workers to be consulted</p>		
<ul style="list-style-type: none"> <input type="checkbox"/> No consultation with workers about HMT <input type="checkbox"/> Supply chain partners not consulted about HMT issues <input type="checkbox"/> No consultation about HMT issues 	<ul style="list-style-type: none"> <input type="checkbox"/> Workers are consulted on an ad hoc basis <input type="checkbox"/> Supply chain partners (e.g. designers, manufacturers, suppliers, subcontractors, transport operators, landlords) are consulted on an ad hoc a basis <input type="checkbox"/> Consultative arrangements in place but don't include HMT <input type="checkbox"/> Workers' views not always considered <input type="checkbox"/> No formal consultation is in place <input type="checkbox"/> Workers involved in identifying HMT but not involved in development of controls 	<ul style="list-style-type: none"> <input type="checkbox"/> Workers consistently participate in identifying, developing controls and reporting HMT (example of a process used to achieve this is PErforM) <input type="checkbox"/> Supply chain partners are consistently consulted about HMT issues <input type="checkbox"/> HMT consultation procedures are documented <input type="checkbox"/> Workers views are valued and actioned <input type="checkbox"/> If workers are represented by a health and safety representative (HSR), consultation involves the HSR <p>Workers are consulted about:</p> <ul style="list-style-type: none"> <input type="checkbox"/> HMT hazard identification (physically demanding tasks, risk factors, pain, discomfort, changes to make the job easier to perform) <input type="checkbox"/> Assessing HMT risk factors and their causes <input type="checkbox"/> Development of procedures to reduce HMT risk factors <input type="checkbox"/> Development and implementation of control measures for HMT (including trial and review of new solutions prior to purchase) <p>Workers are consulted when planning to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Introduce new tasks or change existing tasks <input type="checkbox"/> Select new equipment <input type="checkbox"/> Refurbish, renovate or redesign existing workplaces <input type="checkbox"/> Carry out work in new environments
<p>Comments:</p>		

Improvement required	Working towards a systematic approach	Good practice
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How does your workplace identify HMTs?

Legislation: Work Health and Safety Regulation 2011 (WHS Regulation) section 34

<input type="checkbox"/> HMT are not identified	<input type="checkbox"/> Limited reporting of HMT by workers <input type="checkbox"/> Some HMT have been identified <input type="checkbox"/> Some documentation in place to support the identification process <input type="checkbox"/> Some workers are trained in how to identify HMT <input type="checkbox"/> Workers are consulted on an ad hoc basis <input type="checkbox"/> HMT risk factors (force, posture, repetitive movement and vibration) are identified in an ad hoc manner	<input type="checkbox"/> Workers are encouraged to report pain or discomfort <input type="checkbox"/> Systematic identification of HMT, trends and issues are tracked <input type="checkbox"/> Workers are consistently involved in identifying and reporting manual task hazards <input type="checkbox"/> HMT are consistently included in risk/hazard registers <input type="checkbox"/> HMT are consistently identified in incident reports <input type="checkbox"/> There is an incidents/hazard reporting process communicated and understood by all workers that includes HMT <input type="checkbox"/> HMT identification is documented <input type="checkbox"/> Tasks observed and assessed to identify HMT risk factors <input type="checkbox"/> There is recognition of the links to psychosocial risks when considering all the issues (e.g. workload and pace) <input type="checkbox"/> HMT are included in regular workplace inspections
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Comments:

How are HMTs assessed?

Legislation: *Hazardous Manual Tasks Code of Practice 2011 – Part 3 Assessing the risks*

<input type="checkbox"/> No risk assessments undertaken <input type="checkbox"/> No records available <input type="checkbox"/> Generic risk assessment tools (e.g. consequence-risk matrix) used that don't identify specific HMT risk factors <input type="checkbox"/> Workers not involved in risk assessments	<input type="checkbox"/> Risk assessments conducted in ad-hoc manner with some tasks missed <input type="checkbox"/> Generic tools are used that don't identify causes of HMT risk factors <input type="checkbox"/> Risk assessments conducted but not recorded/documented <input type="checkbox"/> Some HMT risk factors are assessed <input type="checkbox"/> Some worker involvement in risk assessments <input type="checkbox"/> HMTs requiring controls not prioritised <input type="checkbox"/> Lower order controls (e.g. raising awareness, training, are implemented)	<input type="checkbox"/> All risk assessment records available <input type="checkbox"/> HMT risk assessments are consistently conducted using a tool to address specific risk factors (e.g. Manual tasks risk management worksheet, PERforM) <input type="checkbox"/> Workers consistently participate in HMT risk assessments <input type="checkbox"/> Assessed risks which require controls are prioritised <input type="checkbox"/> Higher order controls are implemented (e.g. elimination, mechanical aids) <input type="checkbox"/> System improvements are implemented
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Comments:

Improvement required	Working towards a systematic approach	Good practice
<p>How are MSDs investigated? Legislation: <i>Hazardous Manual Tasks Code of Practice 2011 – Part 3 Assessing the risks</i></p>		
<input type="checkbox"/> MSDs are not investigated	<input type="checkbox"/> Investigations focus on immediate circumstances of the incident <input type="checkbox"/> Investigations focus on injuries sustained by a worker <input type="checkbox"/> Investigation outcomes focus on lower order controls	<input type="checkbox"/> MSD are systematically investigated <input type="checkbox"/> Investigations review HMT risk factors and sources of risk <input type="checkbox"/> A variety of people are involved in investigations (e.g. HSR, workers, supervisors, maintenance, purchasing) <input type="checkbox"/> Investigations review effectiveness of current controls <input type="checkbox"/> Goal of investigations is to identify higher order controls <input type="checkbox"/> Investigations result in system improvements (e.g. purchasing, planning work)
<p>Comments:</p>		
<p>How are workers trained and supervised regarding HMTs? Legislation: Training is based on WHS Regulation (section 60) and <i>Hazardous Manual Tasks Code of Practice 2011</i> WHS Regulation section 39 – provision of information, training and instruction <i>Hazardous Manual Tasks Code of Practice 2011</i></p>		
<input type="checkbox"/> No HMT training <input type="checkbox"/> Informal training <input type="checkbox"/> Lifting techniques training* (e.g. bend your knees and keep your back straight) <input type="checkbox"/> No supervision to ensure workers are performing tasks safely <i>* Training in lifting techniques is not effective as the sole or primary means to control risk of MSD</i>	<input type="checkbox"/> HMT training* is inconsistent <input type="checkbox"/> Some induction training on manual tasks <input type="checkbox"/> Some workers can't demonstrate how to perform a HMT safely (e.g. appropriate equipment to use) <input type="checkbox"/> Some training on HMTs, however controls rely on worker behaviour <input type="checkbox"/> Some training on measures implemented to control HMTs <input type="checkbox"/> Some training documentation <input type="checkbox"/> Workers receive training but supervisors/managers don't <input type="checkbox"/> Workers are supervised on an ad hoc basis <i>* HMT training must include the nature of the work, nature of the risks associated with the work and control measures implemented as per the Hazardous Manual Tasks Code of Practice 2011</i>	<input type="checkbox"/> Workers, supervisors and managers receive HMT training <input type="checkbox"/> All training is regularly reviewed <input type="checkbox"/> Training/induction documented <input type="checkbox"/> HMT training content includes: <ul style="list-style-type: none"> • manual task risk management including the HMT risk factors • specific manual task risks and the solutions to reduce risks • how to perform manual tasks safely (including the use of mechanical aids, tools, equipment and safety working procedures) • how to report a problem or maintenance issue <input type="checkbox"/> Training content is relevant to workers' position <input type="checkbox"/> Delivered in suitable formats for workers (e.g. non-English speaking background) <input type="checkbox"/> Workers are consistently supervised to ensure safe work procedures are followed
<p>Comments:</p>		

Improvement required	Working towards a systematic approach	Good practice
How does your workplace report HMT?		
<input type="checkbox"/> No procedures for reporting MSD/HMT <input type="checkbox"/> MSD/HMT aren't reported <input type="checkbox"/> No review of MSD/HMT	<input type="checkbox"/> MSD/HMT reporting procedures developed but not always followed <input type="checkbox"/> Some incidents/injuries have been reported but follow-up action is limited	<input type="checkbox"/> HMT reporting procedures are developed and implemented <input type="checkbox"/> HMT incident/injuries are consistently reported and follow-up action consistently implemented
Comments:		

Actions:

	Who	
	Date to be completed	
	Date completed	

	Who	
	Date to be completed	
	Date completed	

	Who	
	Date to be completed	
	Date completed	