



Manual tasks risk management worksheet

Refer to the [Hazardous manual tasks Code of Practice 2011](#) for further guidance.

Use this form to help to identify and manage risks of hazardous manual tasks in your workplace.

This form is designed to be used electronically.

When you see the icon: ⓘ click it for further information and use your mouse to hover over text and check boxes for examples.

Date of assessment:

Name of assessor(s):

Position(s):

Incident/reference number:

Step 1: What is the manual task?

Relevant worker(s) to consult:

Name of task or activity:

Location where task occurs:

Who performs the task:

General description:

Hazardous manual tasks can result in musculoskeletal disorders (MSDs) such as sprains or strains. Work through the following questions to determine which postures, movements and forces of the task pose a risk.

Step 2: Is the manual task hazardous?

Question 1 - Does the task involve any of the following risk factors?

Repetitive movement Sustained or awkward postures Repetitive or sustained forces

Question 2 - Does the task occur over a long time?

Is the task done:

for more than a total of two hours over a whole shift continuously for more than 30 minutes at a time

Question 3 - Does the task involve high or sudden force?

Yes No

Question 4 - Does the task involve vibration?

Yes No

Comments for step 2:

Question 5 - Is there a risk?

The task involves a risk of MSDs (e.g. sprain or strain) if you have ticked any boxes or answered 'yes' to either:

Question 1 and Question 2 Question 3 Question 4

If you ticked 'Yes' to any question in Question 5, continue to Step 3.

If you answered 'yes' to Question 4 the task may be a risk and will require further investigation.

Step 3: What is the source of the risk?

These are the things that are causing the risk and may be changed in order to eliminate or minimise the risk.

Work area design and layout: work space available; design of workstation, furniture and equipment.

The nature, size, weight or number of things handled in performing the manual task.

Systems of work (e.g. pace and flow of work; resources available; maintenance).

The environment in which the manual task is performed (e.g. flooring; obstructions; lighting; hot/cold/humid environments).

Step 4: How do I control the risk?

Follow the hierarchy of control. A range of controls may be required.

Can the task be eliminated?

Can you change what is causing the risk (the source)? (e.g. change the work area; alter the size of loads; use mechanical aids; manage environmental conditions; use adjustable equipment; implement preventative maintenance program).

What training is needed to support the control measures? (Training needs to be task specific, noting that training in lifting techniques is not effective as a sole or primary means to control the risk of MSDs.)

Implement controls

People responsible for approving controls:

People responsible for putting controls in place:

By when:

Step 5: Review the controls

Evaluated on (date):

Assessor:

Consultation undertaken with relevant workers and others?

Yes No

Have the controls implemented reduced the risks?

Yes No

Have any other risks been created by the controls?

Yes No

Can further controls be implemented to minimise the risk?

Yes No