


RISK ASSESSMENT (MANUAL HANDLING)

SS-WHS-SAF-000

Authorised By:

Rev 1 [Publish Date]



TASK DESCRIPTION	Manual Handling	
WORKPLACE / LOCATION		
OBJECTS HANDLED		
MECHANICAL AIDS USED		
ASSESSED BY		
DATE OF ASSESSMENT		

ITEM	Y / N	L (l)	C (l)	R (l)	COMMENTS & POSSIBLE CONTROLS	L (R)	C (R)	R (R)
POSTURES AND MOVEMENTS								
Bending or twisting the back more than 20 degrees forwards / sideways / twisting?								
Bending or twisting the back more than 5 degrees backwards?								
Bending or twisting the neck / head more than 20 degrees forwards / sideways / twisting?								
Bending or twisting the neck / head more than 5 degrees backwards?								
Working with one or both hands above shoulder height?								
Reaching forwards or sideways more than 30 cm from the body?								
Reaching behind the body?								
Excessive bending of the wrist?								
Twisting, turning, grabbing, picking or wringing actions with the fingers, hands or arms?								
Squatting, kneeling, crawling, lying, semi-lying or jumping?								
Standing with most of the body's weight on one leg?								
Very fast lifting or lowering?								
Carrying with one hand or one side of the body?								
Exerting force with one hand or one side of the body?								
Pushing, pulling or dragging?								
Very fast actions?								
Working with the fingers close together or wide apart?								
Applying uneven, fast or jerky forces?								
Holding, supporting or restraining anything (including a person, animal or tool)?								
DURATION								
More than 2 hours over a whole shift?								
Continually for more than 30 minutes at a time?								
FORCES								
Lifting, lowering or carrying heavy loads?								
Throwing or catching?								

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Hitting or kicking or jumping?									
Applying a sudden or unexpected force including: <ul style="list-style-type: none"> handling a live person or animal or applying uneven, fast or jerky forces during lifting, carrying, pushing or pulling, or pushing or pulling objects that are hard to move or stop e.g. a trolley? 									
Exerting force while in a bent, twisted or awkward posture including: <ul style="list-style-type: none"> supporting items with hands above shoulder height or moving items when legs are in an awkward posture, working with fingers pinched together or held wide apart, or using a finger grip or pinch grip or an open handed grip? 									
Exerting a force with the non-preferred hand?									
Needing to use two hands to operate a tool designed for one hand?									
The task can only be done for short periods of time?									
Two or more people need to be assigned to handle a heavy, awkward or bulky load?									
Workers report pain or significant discomfort during or after the task?									
Are stronger workers assigned to do the task?									
Do employees say the task is physically very strenuous or difficult to do?									
Do workers think the task should be done by more than one person, or seek help to do the task as it requires high force?									
HAND, ARM AND BODY VIBRATION									
Driving for long periods?									
Driving on rough roads?									
Frequent use of hand powered tools or use for long periods?									
Using high grip forces or awkward postures when using power tools?									
Use of machines or tools where the manufacturer's handbook warns of vibration?									
Workers being jolted or continuously shaken?									
Use of a vehicle or tool not suitable for the environment or task?									

(I) = Initial (before controls) (R) = Residual (after controls)

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Risk Matrix		Consequences				
		Negligible (1) Minimal injuries / no injuries	Minor (2) Minor injuries / first aid	Significant (3) Moderate injuries / medical treatment	Severe (4) Serious injuries / hospitalisation	Catastrophic (5) Death / permanent impairment
Likelihood	Certain (5) 100% likely / almost 100% likely	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	Likely (4) Will probably happen / is likely to happen	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	Possible (3) Could happen or plausible	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely (2) Improbable but could happen / not expected	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	Very Unlikely (1) Rare / not expected but remotely possible	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)