

MANUAL HANDLING RISK ASSESSMENT

(Adapted from the Worksafe Australia & WorkCover NSW Manual Handling Risk Assessment Checklist)

This checklist is provided to assist the assessment of manual handling risks. It should be used as a guide when assessing a manual handling task, and is to be used by volunteers under supervision by Club/Zone Executive and/or Safety Officers.

- Place a tick in either the "Yes" or "No" boxes for each and every question. "No" includes "not applicable".
- Answering "Yes" to any of the following questions indicates an increased manual handling risk.
- "Suggested control options" should only be seen as a preliminary brainstorming activity, prior to the process of Risk Control.
- Where possible, the supervisor may be able to take appropriate action to follow-up recommendations arising from this assessment.

Description of Work Location:	
Description of Task:	
Date:	
Assessed by:	
Volunteers consulted:	

A ACTIONS & MOVEMENTS

1.	Is the load shared unevenly between both hands, or lifted by one hand only?	☐ Yes	☐ No
2.	Is the object pushed or pulled across the front of the body?	☐ Yes	☐ No
3.	Is there frequent or prolonged sideways backward or forward bending of the neck or back?	☐ Yes	☐ No
4.	Is there frequent or prolonged twisting or neck and back to lift an object or to exert force?	☐ Yes	☐ No
5.	Are two back movements performed at the same time?	☐ Yes	☐ No
6.	Are several tasks performed in the one position, where some are best done in a seated position and the other are best done in a standing position?	☐ Yes	☐ No

Suggested Control Options:

B WORKPLACE AND WORKSTATION LAYOUT

7.	Is the lay-out inappropriate for the manual handling task and the physical dimensions of the employees performing the task?	☐ Yes	☐ No
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Wolfgang Guggemos

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the author's name.

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