

# 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?                                                                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. | Is the object pushed or pulled across the front of the body?                                                                                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. | Is there frequent or prolonged sideways backward or forward bending of the neck or back?                                                           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. | Is there frequent or prolonged twisting or neck and back to lift an object or to exert force?                                                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. | Are two back movements performed at the same time?                                                                                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> 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? | <input type="checkbox"/> Yes | <input type="checkbox"/> 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? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|----|-----------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|

# Manual Handling Risk Assessment Form

**Neil Gopee**



## **Manual Handling Risk Assessment Form:**

*Risk Assessments Questions and Answers* Pat Perry, 2003 Risk analysis Risk assessment Health and safety management Health and safety requirements Occupational safety Hazards Legislation Health and Safety **Electrical Trade Practices 2nd edition** Ralph Berry, Frank Cahill, Phillip Chadwick, 2019-02-01 Written to the core practical units of competency from the UEE11 Electrotechnology Training Package Electrical Trade Practices 2e by Berry Cahill and Chadwick provides a practical yet comprehensive companion text covering the practical units within the UEE30811 Certificate III in the Electrotechnology Electrician qualification Electrical Trade Practices is the practical volume to accompany Phillips Electrical Principles *Manual Handling in Health and Social Care* Michael Mandelstam, 2002 This text presents an accessible overview of manual handling law and the legal implications and practical issues involved Topics covered include equipment provision and handling of children in schools and guidelines on health and safety Tolley's Risk Assessment Workbook Series: Utilities Peter Ellis, Jaan Stanton, 2020-12-14 Risk assessment is the key to successful management of health and safety at work Risk assessments are carried out in order to quantify and evaluate the significance of workplace hazards so that appropriate control measures can be put in place Usually a written record of the assessment is required detailing the following information The hazards and how much risk is associated The risk with appropriate control measures Deadlines to follow up the risk assessment to ensure the risk is managed Failure to carry out risk assessments punishable by law is often due to lack of a suitable risk assessment system Tolley s Risk Assessment Workbook Utilities provides that system both in the form of key background information on how to carry out a risk assessment understanding relevant legislation and regulations but most importantly by providing Checklists highlighting key industry specific hazards and control measures Questionnaires highlighting key questions the risk assessor should ask when analysing the risk posed by the hazard Action Plans to ensure the risk assessment is followed up and completed The Workbook offers a practical risk assessment system it shows you how to comply with the law and gives you the foundations of a logical procedure that can be understood easily put into placed quickly where necessary and adapted to your organisation s needs Tolley s Risk Assessment Workbooks is a series of practical Workbooks providing you with all the information you need to conduct risk assessments in industry specific areas including Manufacturing Retail Leisure Education Offices and Construction A special Risk Assessment Workbook on Stress has also been developed in order to facilitate management of this issue which is of key concern to all organisations

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