

HAZARDOUS MANUAL TASKS – RISK ASSESSMENT TOOL

RISK CONTROL MEASURES (Examples)

Hierarchy of control		Examples of control measures
Level 1	Elimination	<ul style="list-style-type: none"> Automate the manual task (such as using remote controls) Deliver goods directly to the point of use to eliminate multiple handling
Level 2	Substitution	<ul style="list-style-type: none"> Replace heavy items with those that are lighter, smaller and/or easier to handle Replace hand tools with power tools to reduce the level of force required to do the task
	Isolation	<ul style="list-style-type: none"> Isolate vibrating machinery from the user, for example by providing fully independent seating on mobile plant
	Engineering	<ul style="list-style-type: none"> Use mechanical lifting aids (hoist, lifter, gantry) Loading dock levellers Forklifts, pallet trucks Turntables Hand winches, hydraulic pumps and battery powered motors Suspend or support heavy tools where they are used repetitively and in the same place Install trigger locks where the grip has to be sustained for more than 30 seconds Provide workstations that are height adjustable Provide handles, handholds, cut-outs to improve grip Insulate hot/cold items or tools Introduce a conveyor belt or a chute Provide a ramp
Level 3	Administrative	<ul style="list-style-type: none"> Rotate workers between different tasks Change the work organisation e.g. relocate equipment or items Ensure workload and pace of work is within the ability of the worker (e.g. personal characteristics may need to be considered for each worker) Minimise multiple handling Introduce a second operator Team handling with co-ordinated and planned procedure prior to commencement (e.g. to ensure the load is shared equally, appropriate number of workers proportionate to the weight, enough space for the number of people in the team, similar height and capability where possible) Identify the best working position for the type of work being undertaken Reduce reaching distances Place items used in manual tasks so they are in front of the worker, between waist and shoulder height Push rather than pull the item Provide rest breaks to prevent fatigue and/or overuse Introduce physical/cognitive assessment tools to assist workers who are required to handle/transfer patients/people Introduce mechanical aids to constrain or minimise the movement of an animal before commencing the task Ensuring work areas are clean, tidy and free of clutter or obstacles to prevent workers from adopting awkward postures Document a standard operating procedure (SOP) and include in the induction program for all staff required to perform the task Develop a proficiency based training program if required Train workers to use control measures implemented when carrying out manual tasks
	Personal protective equipment	<ul style="list-style-type: none"> Heat resistant gloves for handling hot items Gloves to improve grip Shock absorbent shoes for work on hard concrete floors Non-slip footwear Appropriate clothing that doesn't restrict movement

For further examples and explanation on the Hazard Management and Risk Control process, please refer to the [Code of Practice for Hazardous Manual Tasks](#) or [Code of Practice for How to Manage Work Health and Safety Risks](#).

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