

Worksheet 1- Characteristics of the Hazardous Manual Task

This risk assessment is designed to allow the identification of risks and formulating of action plans to control risks associated with manual tasks. When completing the worksheet refer to the 'Manual Tasks Procedure' and consider all aspects of the task, then mark the appropriate responses. **Note:** For office ergonomics assessments, use **FOR539 Office Ergonomics Risk Assessment**.

Date and Workplace

Date: _____ Workplace: _____

Risk assessors

Work unit/team: _____

Positions: _____

Names: _____

Task description

Name of task: _____

Why was this task selected: _____

Location where task occurs: _____

Who performs the task: _____

General description: _____

Postures: _____

Forceful/muscular exertions: _____

Repetition and duration: _____

Tools or equipment used: _____

Work/task organisation and environment: _____

Worksheet 2—Risk factor assessment

1. Indicate on the body chart which area(s) of the body you feel are affected by the task.
2. If more than one body part is affected, you may shade the different body parts in different colours. If so, use the matching colour when scoring the risk factors (e.g. red for arms on the body and score sheet, blue for low back on the body and score sheet). **Select a maximum of 2 body parts.**
3. Give each risk factor a score out of five. One (1) is when the risk factor is not present and five (5) is when the risk factor is the most severe level they have experienced.

Note: Tasks with a rating of 4 or 5 require immediate action to control risk.

Exertion -How much force is the person using? – think about starting or stopping quickly					<p>Body part</p>
1 No effort	2	3 Moderate force & speed	4	5 Maximum force or speed	
Awkward posture - How awkward is the person's posture?					
1 All postures neutral	2	3 Moderately uncomfortable	4	5 Very uncomfortable	
Vibration- How much are the whole body or hand(s) being vibrated?					
1 None	2	3 Moderate	4	5 Extreme	
Duration - How long is the action performed for?					
1 < 10 minutes	2 10-30 min	3 30 min – 1 hr	4 1 – 2 hrs	5 > 2 hrs	
Repetition- How often are similar actions done?					
1 No repetition	2	3 cycle time < 30 s	4	5 cycle time < 10 s	

Risk controls

Design control options: Refer to the Manual Tasks SOP for examples.

(eliminate, substitute, engineer) _____

Administrative control options: Refer to the Manual Tasks SOP for examples.
