# The Risk Management Process for Manual Tasks

## What Is the Manual Task?
Using the body to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing.

## Is the Manual Task Hazardous?

<table>
<thead>
<tr>
<th>Application of Force:</th>
<th>Posture:</th>
<th>Movement:</th>
<th>Exposure to vibration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repetitive</td>
<td>Sustained Awkward</td>
<td>Repetitive</td>
<td></td>
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<tr>
<td>Sustained</td>
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<tr>
<td>High</td>
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<td>Sudden</td>
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</tbody>
</table>

## What Is the Risk of MSD?
How often and how long are specific postures, movement or forces performed or held?

- What is the duration of the task?
- Does the task involve high or sudden force?
- Does the task involve vibration?

## What Is the Source of Risk?
- Work area design and layout
- Systems of work
- Nature, size, weight and number of persons, animals or things handled
- Work environment

## Control

- Is the task necessary?
- Can the source of risk (work area layout, environment, etc) be changed?
- Can mechanical aids be used to perform the task?
- What training is needed to support the control measures?

## Review

- When the control measure is no longer effective.
- Before a change at the workplace that is likely to give rise to a new or different health and safety risk that the control measure may not effectively control.
- If the new hazard or risk is identified.
- If the results of consultation indicate that a review is necessary.
- If a health and safety representative at the workplace requests a review.

This information has been sourced from the Hazardous Manual Tasks Code of Practice. For more information please visit [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au)

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SafeWork NSW, 92-100 Donnison Street, Gosford, NSW 2250

Locked Bag 2906, Lisarow, NSW 2252

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