

FACT SHEET

SAFEWORK NSW

THE RISK MANAGEMENT PROCESS FOR MANUAL TASKS

	WHAT IS THE MANUAL	ΤΔςΚ?		
IDENTIFY	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?			
	Application of force: Repetitive Sustained High Sudden	Posture: Sustained Awkward	Movement : Repetitive	Exposure to vibration
	‡	‡	‡	‡
	WHAT IS THE RISK OF MSD?			
ASSESS	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?			
	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?			
	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.			
	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.			
	ii a fieaitii and safety repres	sentative at the workplace	riequests 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

Disclaimer

This publication may contain information about the regulation and enforcement of work health and safety in NSW. It may include some of your obligations under some of the legislation that SafeWork NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website www.legislation.nsw.gov.au

This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.

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Catalogue No. SW08426 SafeWork NSW, 92-100 Donnison Street, Gosford, NSW 2250 Locked Bag 2906, Lisarow, NSW 2252 Customer Experience 13 10 50 Website www.safework.nsw.gov.au ©Copyright SafeWork NSW 1117

