

## Risk management worksheet

# Hazardous manual tasks

February 2024

Refer to Code of practice – Hazardous manual tasks for further guidance

Date of assessment (DD/MM/YYYY)

Name of assessor(s)

Position(s)

### Step 1: What is the manual task?

Relevant worker(s) to consult

Name of task or activity

Location where task occurs

Who performs the task

General description

### Step 2: Is the manual task hazardous?

Hazardous manual tasks can result in musculoskeletal disorders (MSDs) such as sprains or strains.

Work through the following questions to determine if the task is hazardous or not:

#### Question 1 – Does the task involve any of the following risk factors?

Repetitive movement

Sustained or awkward postures

Repetitive or sustained forces

'Repetitive' means that a movement or force is performed more than twice a minute and 'sustained' means a posture or force is held for more than 30 seconds at a time.

#### Question 2 – Does the task involve high or sudden force?

Yes

No

#### Question 3 – Does the task involve vibration?

Yes

No

Is there a risk? If you answered yes to any of the above questions, the task is hazardous and involves a risk of an MSD (eg sprain and strain) developing.

It is important to note that a task may involve more than one risk factor. Where a number of risk factors are present and interact, the risk of an MSD developing increases significantly.

### Step 3: What is the source of the risk?

Identify the factors causing the risk of MSDs.

Work area design and layout: work space available; design of workstation, furniture and equipment.

The nature, size, weight or number of things handled in performing the manual task.

Systems of work (eg pace and flow of work; resources available; maintenance).

The environment in which the manual task is performed (eg flooring; obstructions; lighting; hot/cold/humid environments).

### Step 4: How do I control the risk?

Follow the hierarchy of control. A range of controls may be required.

Can the task be eliminated?

Can you change what is causing the risk (the source)? (eg change the work area; alter the size of loads; use mechanical aids; manage environmental conditions; use adjustable equipment; implement preventative maintenance program).

What training is needed to support the control measures? (Training needs to be task specific, noting that training in lifting techniques is not effective as a means to control the risk of MSD's.)

### Implement controls

Person(s) responsible for approving controls

Person(s) responsible for putting controls in place

By when

## Step 5: Review the controls

Evaluated on (DD/MM/YYYY)

Assessor

Consultation undertaken with all relevant workers?

Have any other risks been created by the controls?

Have the controls implemented reduced the risks?

Can further controls be implemented to minimise the risk?

This material has been adapted from manual tasks worksheets from Workplace Health and Safety Queensland and SafeWork SA.

---

### 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](http://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.

This material may be displayed, printed and reproduced without amendment for personal, in-house or non-commercial use.

Catalogue No. SWNSW\_37078\_24  
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](http://www.safework.nsw.gov.au)  
© Copyright SafeWork NSW 0321