



MANUAL HANDLING



Business Name & Address: _____ **Property Name/PIC:** _____

Audit Team: _____ **Audit Date:** ____/____/____

Description: _____ **Make / Model:** _____ **Asset ID # (if applicable)** _____

RISK CALCULATOR	LIKELIHOOD – The likelihood of the exposure causing injury to a person given the frequency of exposure				
	ALMOST CERTAIN <i>Is expected to occur in most circumstances</i>	LIKELY <i>Will probably occur in most circumstances</i>	POSSIBLE <i>Might occur at sometime</i>	UNLIKELY <i>Could occur at sometime</i>	RARE <i>May occur in exceptional circumstances</i>
CATASTROPHIC <i>Death or permanent disability</i>	EXTREME	EXTREME	EXTREME	EXTREME	HIGH
MAJOR <i>Serious bodily injury</i>	EXTREME	EXTREME	EXTREME	HIGH	HIGH
MODERATE <i>Casualty Treatment</i>	EXTREME	HIGH	HIGH	MODERATE	MODERATE
MINOR <i>First aid only, no lost time</i>	HIGH	HIGH	MODERATE	LOW	LOW
INSIGNIFICANT <i>No injuries</i>	HIGH	MODERATE	LOW	LOW	LOW

RISK CLASS	ACTION REQUIRED
OK or Not Applicable	No Foreseeable Risk - OK for now; Review if any equipment/people/materials/work methods or procedures change. Or this particular inspection item is Not Applicable to this workplace
EXTREME	Extreme Risk - Act Now Do something about these risks immediately. Stop the task until the hazard is controlled and the risk managed.
HIGH	High Risk - Act As Soon As Possible. Do something to manage these risks as soon as possible. Consultant with Management
MODERATE	Moderate Risk - Develop a PLAN to manage these risks / note any suggestions on how the risk might be managed.
LOW	OK for now Review if any equipment/people/materials/work methods or procedures change.



IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
POLICIES AND PROCEDURES					
1. Are workers trained to perform warm-up and stretching exercises to loosen and condition muscles before commencing manual handling tasks?					
2. Are workers trained to consider their posture and body position before reaching for an object so as to prevent <i>overreaching syndrome</i> ?					
3. Are workers trained to adopt an upright posture when lifting objects – <i>Bend your knees, don't twist your trunk - turn your whole body when lifting or positioning a load</i> ?					
4. Are workers trained to Plan lifting tasks to eliminate double handling?					
5. Is manual handling training for specific tasks provided for workers?					

IDENTIFIED HAZARDS		OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
6.	Has a work procedure, of rotating persons between tasks, been established where possible to help control over-use syndrome?					
7.	Are mechanical lifting aids provided where a risk assessment has established they are needed to prevent manual handling injuries?					
8.	Are operators trained in the correct use of these lifting devices?					
9.	If powered materials handling systems such as fork-lifts are used are operators trained and certified for their use?					
10.	Are work areas kept clear of obstacles that may cause a trip, slip or fall injury to a worker performing a manual handling task?					
11.	Is adequate PPE and training for its use provided for the various manual handling tasks undertaken in this workplace?					
ADDITIONAL HAZARDS						
12.						
13.						
14.						
15.						
16.						
17.						
18.						

RISK ASSESSMENT AND MANAGEMENT RECORD

HIERARCHY OF CONTROLS PLANNED OR IMPLEMENTED

Item #	Date	Identified Hazard	Assessed Risk Level	Control 1 Eliminate	Control 2 Substitute	Control 3 Isolate or Guard	Control 4 Redesign or Engineering	Control 5 Administration	Control 6 PPE

IMPLEMENTATION AND CONTROL SHEET						
Item #	RISK MANAGEMENT ACTION REQUIRED	Responsible Person	Cost \$	Target Date	Date Actioned	Revised Risk Level after Action