



Hazardous Manual Handling - Task Review Tool

STEP ① Describe discomfort (Please tick)

Swelling	Pins and needles	Tingling	Stiffness ✓
Aches & pains ✓	Other (please specify):		

STEP ② Rate discomfort level (Please circle)

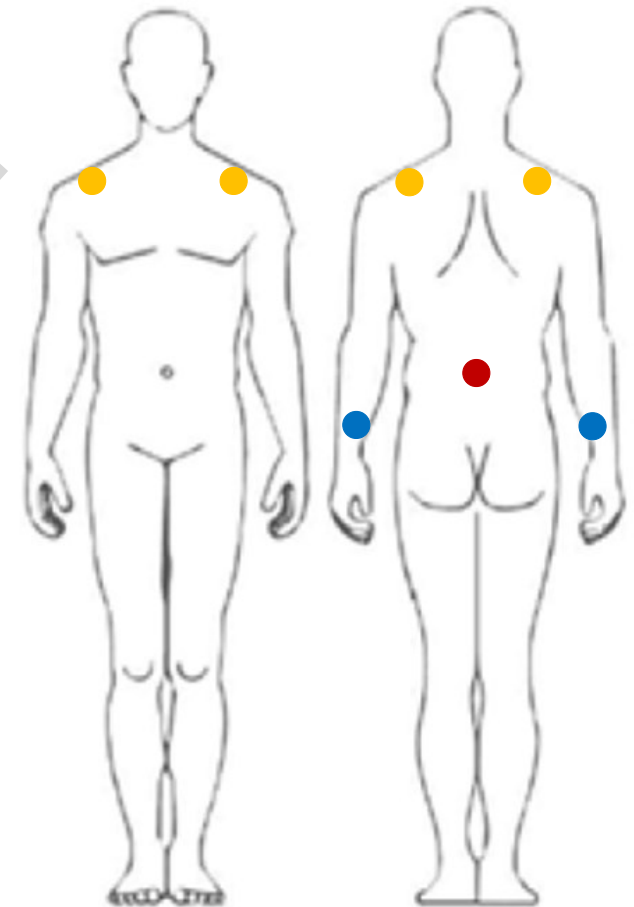
1	2	3	4	5	6	7	8	9	10
Barely noticeable									Unbearable

STEP ③ Which task (s) do you believe caused the discomfort?

Transferring equipment from trolley to work vehicle (4WD) cargo space

STEP ④ Mark location(s) of discomfort with a ●

TIP: Use a different colour for each body location



INSTRUCTION: Complete a new **WHS Risk Assessment** in SafeGate for each task identified in this section.

Effective Date:

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Review Date:

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STEP ⑤ Rate the risk for each body location listed in STEP ④

TIP: Use the colour coding from ④ when assessing each body location

Insignificant	Minor	Moderate	Major	Severe
Manual Handling Hazard 1 - Application of force – how much effort is required?				
No effort		Moderate effort / speed		Maximal effort / speed
Manual Handling Hazard 2 - Task duration – how long does the task take to perform?				
<10 min		30 – 60 min		> 2 hours
Manual Handling Hazard 3 - Awkward body position – How uncomfortable is your posture while performing task?				
Comfortable		Moderately uncomfortable		Very uncomfortable
Manual Handling Hazard 4 - Repetition – How often is the same action repeated?				
Not repeated		Every 30 secs		Every 10 secs
Manual Handling Hazard 5 - Vibration – How much vibration is applied to body or hands?				
None		Moderate		Extreme
<i>INSTRUCTION: Enter your risk ratings into the WHS Risk Assessment tool in SafeGate, entering a new line for each manual handling hazard. (See sample for further guidance)</i>				

STEP ⑥ Review current risk controls and inherent risk rating

*INSTRUCTION: Consider the current controls used to manage the risk. Enter the existing controls and inherent risk rating into the **WHS Risk Assessment** tool in SafeGate. (See sample for further guidance)*

STEP ⑦ Determine whether further, more effective controls can be used

*TIP: Aim for more effective controls, using the **Hierarchy of Controls** (see below)*

Eliminate manual handling risk - Can the task be eliminated?

Substitution – Can you change the nature, size, weight or number of persons, animals or things being handled?

Isolation – Can you isolate the member from the hazardous manual handling risk?

Engineering - Can you change or alter the design of work areas or equipment used to perform task?

Administration – Can systems of work, training or procedures be used to minimise exposure to risk?

PPC&E – Can protective equipment be used to reduce exposure to sources of manual handling?

*INSTRUCTION: Enter the additional controls into the **WHS Risk Assessment** tool in SafeGate. (See sample for guidance)*

Most Effective

Least Effective

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