Manual Tasks Safety Checklist

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| --- | --- | --- | --- |
|  | Yes | No | N/A |
| In consultation with workers, all hazards in relation to manual tasks have been identified. |  |  |  |
| **Hazardous** **Manual Handling Risk Assessment** of hazardous manual tasks have been conducted. Risk factors, such as carrying, pushing, pulling, holding, restraining, etc. have been considered.  Potentially hazardous tasks include but are not limited to, movement of batteries to/from pallets, stripping of radiators (repetition) cutting of light gauge scrap using a guillotine (repetition, awkward position), oxy/acetylene cutting (repetition/awkward position/time on task) etc manual task relating to maintenance work. |  |  |  |
| Practicable control measures have been implemented and maintained to eliminate or reduce manual task risk after consulting workers, such as: altering the workplace environment, design or layout; changing the systems of work; modifying the load being handled; changing the tools used to do the task or using mechanical aids. Consider:  • grab rails and adequate steps (three points of contact available)  • bins on wheels, use of trolley , use of smaller vehicle  • limit or avoid decanting of bins  • implement work procedures to limit the manual handling of scrap metal appropriate mechanical aides to assist employee with task  • trolleys have been provided - no lifting of large or heavy items  • wheels of trolleys have been properly maintained and move freely  • trolleys are not overloaded when pushing – full visibility is required  • work is varied – no repetitive actions over long periods of time,eg oxy/acetylene cutting  • adequate equipment has been provided for tasks to be carried out  • no lifting of heavy equipment, machinery or scrap metal  • no lifting of heavy equipment from one level to another level by stairs  • no lifting of heavy equipment from vehicles - lifting equipment is provided from vehicles  • no reaching over work benches and equipment  • sufficient rest breaks have been provided  • heavy items are stored at waist height, lighter items are stored at top shelves  • access to shelves, storage areas, cupboards is not obstructed  • ramps are in place where trolleys are used to go from one level to another level  • work benches and other work surfaces are at good height to reduce poor posture  • reaching aids, such as hooks, are available where required  • adequate and regular breaks are provided to avoid risk of fatigue, which may lead to muscle & soft tissue injuries, burns, cuts, etc.  • well-designed controls and monitors in mobile plant and controls and seat maintained |  |  |  |
| Task specific induction and refresher training in relation to manual tasks is provided |  |  |  |
| Reported manual task injuries and hazards have been investigated  • the investigation examined the relevant risk factors and sources of risks  • outcomes of the investigation have been reported to the person who reported the hazard or injury within reasonable timeframe |  |  |  |

Completed by:

Date:

Signature: