# FORM-16. Manual Handling Risk Assessment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of task:** | |  | | |
| **Assessor/s:** |  | | **Date:** |  |
| **Assessing the Risk**  (Tick each box to ensure the task is assessed against each set of risks below. Circle the risks involved with the tasks) | | | | |
| Assess if the tasks are done Repetitively, for a Sustained time or for a long duration. | | | | |
| Assess the type of posture and movement involved (Risks - excessive bending, twisting, excessive reaching, awkward posture, fast movements.). | | | | |
| Assess the type and degree of force being used (Risks - lifting, lowering, pushing, pulling, dragging, holding, supporting, restraining, applying force with one side of the body, lifting out from body more than 30cm, using high force). | | | | |
| Assess if other factors are affecting the worker while they are carrying out the tasks (Risks - extremes of temperature/humidity, vibration, protective clothing). | | | | |
| Assess if there are any features about the workers that may affect their ability to perform the tasks (risks - age (young/old), disability, pregnancy, previous injury). | | | | |
| **Details of Risks Identified (add in other risks identified that are not listed above):** | | | | |
| **Controlling the Risks**  (Use the following as guides in identifying effective risk controls.) | | | | |
| **Develop risk controls using the following priority:**   * eliminating all or part of the task * altering any of the tasks, objects, or environment * using mechanical aids * using job rotation, roster changes or training | | | | |
| **Details of Risk Controls to be implemented:** | | | | |

Adapted from Victorian Workcover Authority publication – “Code of Practice for Manual Handling”