

University Of Sydney

Manual Handling Risk Management Checklist

What must be done to ensure Manual Handling and Safety in your workplace?

OH&S Regulations 2001 under the NSW OHS Act require all employers to identify any foreseeable hazards that may arise and that have the potential to harm the health and safety of employees or any person at the employer's place of work.

The employer must ensure that;

- Hazards and risks are identified and that effective procedures are in place and implemented to assess and control those hazards and risks.
- Employers should be familiar with the OH&S Regulations, Australian Standards, Industry Codes of Practice and Industry Guides associated with their workplace.

Step 1: Identify manual handling risks

- Supervisors identify possibly risky tasks through;
 - observation
 - injury records
 - group discussion
- List each task to be assessed on a new checklist page

Step 2: Prioritise tasks for action

- Review at likelihood and severity of injury or illness that could be caused

How severely could someone be hurt or made ill?	How likely is it to occur?			
	Could happen at any time	Could happen sometime	Could happen but very rarely	Could happen but probably never will
<i>Kill or cause permanent ill health or disability</i>	1	1	2	3
<i>Long term illness or serious injury</i>	1	2	3	4
<i>Medical attention and days off work</i>	2	3	4	5
<i>First Aid needed</i>	3	4	5	6

Step 3: Assess manual handling risks

- For each task indicate if the risk factors are present
- Within the work group prioritise the tasks for action by reviewing the likelihood of injury and severity of injury in the table below
- Write a priority rating from 1 to 6 for each task in the rating column.

Step 4: Control manual handling risks

Eliminate the risk OR

Preferred ▶ Least Preferred

Task Redesign			
<ul style="list-style-type: none">- modify object layout- modify layout work process- tool design- change actions and forces- modify and document safe work process	Mechanical Aids <ul style="list-style-type: none">- To extend reach, improve grip, raise height, support loads, move loadsEg. trolleys, scissor lifts, castors hoists	Training <ul style="list-style-type: none">- technique- induction required	Admin controls <ul style="list-style-type: none">- Staffing- PPE- Rest breaks

- List what measure is required to control the hazard in the relevant column
- Include the people responsible for the control and a time frame for implementation
- Put the control in place in your work area and monitor its effectiveness in consultation with the work group

**THE SUPERVISOR IS NOW REQUIRED TO BEGIN
IMPLEMENTING THESE AGREED CONTROL MEASURES
IN CONSULTATION WITH THE WORK GROUP,
DOCUMENTING ANY ACTION TAKEN**

Task identified for manual handling assessment:

Assessed by supervisor: _____

In consultation with staff: _____

Risk factors present: (Please circle)

- Bending, twisting, stretching, over reaching
- Lifting, pushing, pulling
- Carry or hold over time or distance
- Jerky uncontrolled movements
- Cramped work space
- Awkward to handle
- Weights lifted: > 4.5 kg seated or 16 to 20kg standing
- Can't be held close to body
- Repetitive movements
- Staff insufficient unfit or untrained in work demands
- Lifting aids not available or helpful
- Unsuitable protective equipment
- Unsuitable work heights
- Poor housekeeping, temperature or lighting
- Inadequate notice or time restrictions
- Other:

Controls currently in place:

Further risk reduction possible: YES NO

Action required:

Action	Who	By When	Date Complete

Supervisor signature: _____ Date of assessment: _____

Overcoming barriers in controlling manual handling risks

- Put in short term suitable control measures whilst you are seeking funding or awaiting an action on a long term controls.
- Ensure the work group agrees with the planned controls and understand the supervisor has the responsibility to ensure the work is conducted safely
- Determine and notify the work group of the consequences if safe work practices or controls are not used
- Confirm the level of funding you are able to authorise independently for control measures
- Where controls exceed your funding authority, provide this Manual Handling Checklist to your management with your specific request for funds
- Senior managers take on responsibility for authorising costs and the duty of care where the line manager has done all within their power to control risks
- For high priority risks, line managers should follow up weekly with senior managers for a decision
- Some controls may need significant future budget allocation or proposals submitted to the University Executive Management

For further information and assistance:

- Consult the local OHS committee
- Contact OHS and Injury Management
 - phone 02 93514335
 - email ohsim@usyd.edu.au
 - web site <http://www.usyd.edu.au/ohs>