# Manual tasks audit Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date conducted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 1 Hazardous manual task identification |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 1.1 | Formal procedures are in place to identify potentially hazardous manual tasks. |  |  |
| 1.2 | Employees are encouraged to identify and report potentially hazardous manual tasks. |  |  |
| 1.3 | Procedures are in place to report injuries (musculoskeletal disorders) resulting from performing manual tasks at work. |  |  |

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| 2 Assessing the risk arising from hazardous manual tasks |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 2.1 | There is a formal procedure to assess the risk arising from identified hazardous manual tasks. |  |  |
| 2.2 | The risk assessment has considered all of the risk factors and identifies the source/s (underlying root cause/s) of the risk. |  |  |
| 2.3 | The risk assessment evaluates the severity of the risk arising from the identified hazardous manual task giving consideration to:• the likelihood of the risk; and• the consequence of the riskand is prioritised according to existing occupational safety and health (OSH) risk management systems. |  |  |
| 2.4 | The manual task risk assessment is completed in consultation with the employees who perform the task. |  |  |

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| 3 Hazardous manual task risk control |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 3.1 | There is a formal risk control plan to minimise employees’ exposure to hazardous manual tasks. |  |  |
| 3.2 | Hazardous manual task risk control measures are implemented according to the hierarchy of control. |  |  |
| 3.3 | The implemented risk controls address the source (underlying root cause) of the risk identified in the risk assessment process. |  |  |
| 3.4 | Formal justification is available where elimination or design or engineering controls are deemed not to be feasible. |  |  |
| 3.5 | Employees performing the manual task are consulted in the development and implementation of risk control measures. |  |  |

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| 4 Monitoring and review of implemented control measures |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 4.1 | There is a formal plan to monitor and review the effectiveness of the implemented risk control measures. |  |  |
| 4.2 | Employees performing the task are consulted in the review and monitoring of the implemented control measures. |  |  |
| 4.3 | Action is taken when a risk control measure is ineffective or a new risk arises from the control measure. |  |  |

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| 5 Training |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 5.1 | Employees have received training in the identification of hazardous manual tasks and in the management of the risk arising from those tasks commensurate with their role and responsibilities. |  |  |
| 5.2 | Employees have received task-specific training before performing manual tasks. |  |  |
| 5.3 | Competency based assessment is undertaken. |  |  |

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| 6 Design of workplaces and design and purchasing of plant and equipment |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 6.1 | Design and planning activities include hazard and risk analysis procedures to identify where potentially hazardous manual tasks can be designed out. |  |  |
| 6.2 | Ergonomic considerations have been incorporated into relevant equipment\* and plant\*\* purchases.\* Equipment includes items such as hand tools, and workplace furniture such as chairs and workstations.\*\* Plant includes mobile and fixed plant. |  |  |
| 6.3 | Design, planning and purchasing activities take into consideration any reports of equipment and plant issues that have resulted in injury (musculoskeletal disorders). |  |  |
| 6.4 | Employees who perform manual tasks in a workplace or use or operate equipment or plant are consulted in the planning, design and purchasing processes. |  |  |

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