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| A picture containing logo  Description automatically generated**Hazardous Manual Handling, WHS Risk Assessment Form** |

Use this form to conduct a WHS risk assessment about manual handling activities. WHS risk assessments for manual handling should also be regularly reviewed.

Read the WHS Risk Management Procedure for more information. Use the WHS Risk Assessment form for all other learning activities, events, equipment and other activities and ‘things’.

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| **Section 1: Enter information about the manual handling task and the relevant location** | | |
| Assessment Date: | Completed by (incl. work area): | Campus/Location (incl. level and room): |
| Describe the manual handling task (if possible, observe/analyse the task being performed by different staff at different times to capture variation in workflow): | | |
| The following people were consulted during this WHS risk assessment: | | |
| Describe the workplace conditions (e.g., environment, layout, and physical conditions – including access and egress): | | |
| Systems of work for the activity/task (e.g., existing controls, industry codes and practices, training, incidents) | | |
| Are there experiences with the activity/task that can support your assessment?  (Existing controls/treatments, Safe Work Method Statements (instructions), WHS inspections, Standards, riskware incidents, legislation and codes about manual handling, riskware investigations) | | |

| **Section B: Assess the manual handling issues (hazards and associated WHS risks) and the solutions (controls)** | | | | |
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| **Category** | **Risk Rating**  **Refer to Risk Matrix, Appendix A** | **Comments (when/where is the hazard present)** | **Treatments (Controls) and responsible staff that revising and implementing the WHS risk assessment**  **Higher level treatments controls should be used to manage the most significant risks (refer to Hierarchy of Control, Page 5)** | **New Risk Rating**  **Informed by applying existing and new treatments (Appendix B, Risk Matrix)** |
| Does the task involve **REPETITIVE** or **SUSTAINED FORCES**, **SUSTAINED AWKWARD POSTURES**, and/or **REPETITIVE MOVEMENTS?**  Include comments (to the right) if the task needs to be performed for:   * More than twice per minute (repetitive) OR * More than 30 seconds at a time (sustained). |  |  |  |  |
| **Postures and movements**   * Twisting, or bending the head forward, backwards, or sideways * Twisting, or bending the back forwards, backwards or sideways * Long forward or sideway movements that reach away from the body (>30cm) * Reaching behind the body or across the body * Reaching above shoulder height * Working with one or both hands well above waist height, or one or both elbows far away from the side of the body * Working with the fingers wide apart or close together * Excessive bending of the wrist upwards, downwards, or sideways * Twisting turning, grabbing, flicking, pressing, kneading, or writing actions with fingers, thumb, hands or arms |  |  |  |
| * Squatting, kneeling, crawling, climbing, lying, semi-lying, jumping, dodging, or running * Standing unbalanced e.g., on tip toes or with most of the body’s weight on one leg, including operating foot controls   **Forces**   * Lifting or lowering with one hand or one side of the body * Pushing, pulling or dragging * Holding, supporting or restraining any object, person, animal or tool * Exerting force while arms or shoulders are in an awkward posture e.g. * Supporting items while arms or shoulders are in an awkward posture * Moving items while legs are in an awkward or fixed posture * Exerting force with individual fingers or thumb * Gripping objects with the fingers pinched together or wide apart |  |  |  |
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| **Long Duration** |  |  |  |  |
| * More than 2 hours over a whole shift (repetitive). * Continually for more than 30 minutes at a time (sustained). |  |  |  |  |
| **Does the task involve HIGH FORCE?**  Populate the comments column if the task involves any of the following high force actions, even if force is only applied once. |  |  |  |  |
| * Lifting, lowering, carrying, pushing, or pulling heavy loads * Applying uneven, fast, or jerky forces during lifting, carrying, pushing, or pulling * Applying sudden or unexpected forces (e.g., when handling a person) * Holding, supporting, or restraining a person or heavy object * Throwing, catching, hitting, striking, or kicking * Jumping or bunching while holding /supporting a load * Using a finger-grip, open handed grip, or other inefficient hand position to handle a heavy or large load * Exerting high force while in an awkward posture * Needing to use to hands to operate a tool designed for one hand * Two or more people need to be assigned to handle a heavy/bulky load * Fatigue or physical difficulty associated with task * They have physical capacity to do the task for a shortly periods only * They think the task should be actioned by more than one person, or seek help to do the task * Stronger staff are assigned to the task. |  |  |  |  |
| **Are ENVIRONMENTAL FACTORS increasing the risk?**  Provide comment if any of the following environmental factors are present during the task  Note: if there are environmental factor/s, there is a heightened WHS risk that should be reflected in the controls developed |  |  |  |  |
| * Vibration (hand arm or whole-body) * High temperatures or radiant heat * Poor visibility * High humidity * Low temperatures * High winds * Wearing protective or thick clothing, affecting comfort or handling * Handling very col or frozen objects * Floor/ground is slippery, wet, or uneven |  |  |  |  |
| **Are WORK ORGANISATIONAL FACTORS increasing the risk?**  Note: if there are work organisational factor/s, there is a heightened WHS risk that should be reflected in the controls developed. |  |  |  |  |
| * Peaks or sudden/periodic variations in workload * Need for speed, accuracy, or both * Long working days |  |  |  |  |
| **Some examples of treatments (controls) to consider**   * Change the design or layout of work areas to minimise manual handling * Ensure workspace heights are appropriate to reduce the need for awkward postures · * Redesign tasks to minimise manual handling, for example by using mechanical aids * Rotate manual handling tasks between workers to reduce the strain from repetitive movements · * Provide training on correct manual handling procedures. * Assess the workplace to ensure that there are no obstructions (including doors), the flooring is adequate and that there is enough lighting to carry out the task safely. | | | | |
| **Section 3: Gain Approval/Authorization for this WHS Risk Assessment** | | | | |

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| **Required control and/or actions that require expenditure approval (incl. any costs)** | **Action Owner (Person/s implementing controls)** | **Due Date** | **Date Applied** | **Verified by** |
|  |  |  |  |  |
| **Supervisor Approval** | | | | |
| Is the risk acceptable/Not acceptable? (Please circle) | Approved by (Name and Job Title of Nominated Supervisor/Manager): | | | Signature: |
| **Member of Executive recommendation if recommended treatments (control measures) have budgetary implications/rated above Medium 1** | | | | |
| Member of Executive recommendation(If recommended Controls have budgetary implications or risks are rated above Medium 1)  Member of Executive: Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_/\_\_\_/\_\_\_\_\_ | | | | |
| **Senior Executive sign-off is required for risks that are rated above Medium 1** | | | | |
| Senior Executive sign-off (if residual risk/s exceed Medium 1)  ☑I am aware that at least one of the residual risk ratings exceeds ACU risk tolerance for community wellbeing (WHS) risks and accept this risk.  Senior Executive: Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_/\_\_\_/\_\_\_\_\_ | | | | |

**Retain a copy of the assessment and upload to** [**Service Central**](https://acu.service-now.com/service_central?id=servicecentral_home)(WHS Risk Assessment Form)

**Guidance about completing a WHS Manual Handling Risk Assessment**

**Section 1** - When you complete this section, consider attaching relevant photographs to support you to consult with subject matter experts, relevant staff and others.

It is important to consult broadly about the WHS assessment and associated treatments (controls measures) that are developed. Ensure you engage staff and others that are familiar with processes, have subject-matter expertise and/or will apply the treatments (control measures) that are developed. WHS risk assessments should also be discussed during staff meeting. These consultations will support you to develop shared ownership and an understanding of the relevant hazards and associated WHS risks, and safe systems of work that have been developed.

**Section 2 -** Consider the relevant safety issues and solutions, which are associated with the activity or ‘thing’ you are assessing. Use higher level treatments (reference the Hierarchy of Control, right) to manage the most significant WHS risks. Prioritise eliminating WHS risks. If this is not possible, reduce the WHS risks. Place a high priority on applying higher level treatments (controls) to manage your most significant WHS risks. Whenever treatments are considered, refer to the Hierarchy of Control.

**Section 3** -Listthe treatments (risk controls) that will be applied to manage the risk (s) and the responsible Action Owner. Gain endorsement for the WHS risk assessment from your nominated Supervisor/Manager.

The relevant executive must also recommend WHS assessments that detail proposed treatments that will incur significant costs (aligned with the staff member’s financial delegation).

Members of the Senior Executive must also approve WHS risk assessments whenever any residual risk rating exceeds Medium 1.

These and other significant organisational-unit wide risks should be uploaded to your organisational unit risk register (uploaded to CARM).

**Ongoing engagement**

Consider what support you can provide (e.g. supervision and training) to ensure that the treatments (risk controls) are understood and applied by staff and others. These treatments (control measures or safe work method statements) should also be highly accessible, and supervisors should support staff and others to apply them. ‘Check in’ with relevant staff and others to ensure they know how to access them.

**Hierarchy of Control (Treatments)**

Diagram

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**APPENDIX A: Risk Matrix (Risk Rating Table)**

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| **How to Determine the Risk Rating**  Step 1: Assess the Likelihood Rating by assessing the likelihood of exposure to a hazard e.g. Possible (0.3)  Step 2: Determine the Consequence Rating of being exposed e.g. Minor (3)  Step 3: Now align the two values to identify the risk rating e.g. a Possible likelihood rating (0.3) and Minor consequence rating (3) = Medium (0.9) | | **Consequence Rating** | | | | | |
| **Insignificant**   * Unlikely to result in an injury | **Minor**   * Minor injury or illness/not resulting in lost workday * First aid provided/no further treatment * Safety practices inconsistent with safety policy/ procedures * Hazardous substance release - potential to cause short term/minor adverse effects | **Moderate**   * Could result in injury/ illness resulting in Lost Time Injury (LTI)/ * Hospitalisation * Reversible, temporary (<2 years) impairment   Notification and attendance by a WHS Investigator   * Multiple instances of sexual harassment, bullying or assault | **Major**   * Could result in permanent partial disabilities/injuries or illness resulting in hospitalisation of multiple persons * Reversible, temporary (>2 years) impairment   Provisional Improvement Notice requiring investigation and report to the regulator and/or penalties for breach | **Catastrophic**   * Could result in death, permanent total disabilities or severe injuries affecting multiple persons * Breach of legislation and/or regulations may result in loss of ACU’s status as a university * Regulatory sanctions imposed (including fines/penalties) and or criminal prosecution/civil proceedings |
| **Likelihood Rating** | **Factors** |  | **(3)** | **(10)** | **(30)** | **(100)** |
| **Almost Certain**  >90%: expected to occur in most circumstances, each month | **(3)** | **Medium (3)** | **Medium (9)** | **High (30)** | **High (90)** | **High (300)** |
| **Likely**  60 - 90%: Very likely/probably occur at least once (between 1 month and 1 year) | **(1)** | **Medium (1)** | **Medium (3)** | **Medium (10)** | **High (30)** | **High (100)** |
| **Possible**  40 - 59%: might occur sometime between 1 and 5 years | **(0.3)** | **Low (0.3)** | **Medium (0.9)** | **Medium (3)** | **Medium (9)** | **High (30)** |
| **Unlikely**  10 - 39%: Possible but not likely and could occur at some time between 1 and 20 years | **(0.1)** | **Low (0.1)** | **Low (0.3)** | **Medium (1)** | **Medium (3)** | **Medium (10)** |
| **Rare**  Conceivable but extremely unlikely | **(0.03)** | **Low (0.03)** | **Low (0.09)** | **Low (0.3)** | **Medium (0.9)** | **Medium (3)** |