

Manual Tasks Checklist

This checklist provides general guidance on managing the risks associated with hazardous manual tasks in the workplace. It is not intended to be exhaustive and you may need to consider other risk factors which are unique to your organisation.

Tick the appropriate response. A “No” answer indicates the need for control measures to eliminate or reduce the risk of manual task injuries.

Check	Yes	No
Risk management		
Have all hazardous manual tasks been identified?	<input type="checkbox"/>	<input type="checkbox"/>
Have risk assessments been completed for identified tasks?	<input type="checkbox"/>	<input type="checkbox"/>
Have control measures been put in place by considering improvements in the work area, the system of work, the objects being handled and the equipment to do the task?	<input type="checkbox"/>	<input type="checkbox"/>
Are known risks and control strategies communicated to workers?	<input type="checkbox"/>	<input type="checkbox"/>
Have workers received training on manual task risk management, how to perform manual tasks safely, the use of mechanical aids, tools, equipment and safe work procedures; and how to report a problem or maintenance issue?	<input type="checkbox"/>	<input type="checkbox"/>
Are risk assessments performed before purchasing equipment, like tools, containers, workstations, machinery and vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
Work equipment		
Are mechanical aids (such as trolleys and hoists) available and used?	<input type="checkbox"/>	<input type="checkbox"/>
Are workstations easily adjustable to suit a range of workers and the tasks they perform?	<input type="checkbox"/>	<input type="checkbox"/>
Is equipment regularly inspected, serviced and maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Work organisation		
Are tasks rotated to avoid repetitive work?	<input type="checkbox"/>	<input type="checkbox"/>
Is work planned to balance out periods of high and low demand?	<input type="checkbox"/>	<input type="checkbox"/>
Are jobs and tasks organised so that workers have adequate breaks from sustained postures, repetitive movement and manual handling?	<input type="checkbox"/>	<input type="checkbox"/>
Is work is organised to minimise multiple handling?	<input type="checkbox"/>	<input type="checkbox"/>
Work area		
Is adequate space provided for areas where manual tasks are performed?	<input type="checkbox"/>	<input type="checkbox"/>
Are items that are regularly-used within easy reach?	<input type="checkbox"/>	<input type="checkbox"/>



Check	Yes	No
Can workers see displays comfortably from the work position?	<input type="checkbox"/>	<input type="checkbox"/>
Is storage for equipment and materials provided close to where used?	<input type="checkbox"/>	<input type="checkbox"/>
Are storage units stable and kept in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Are storage shelves organised to minimise bending and stretching?	<input type="checkbox"/>	<input type="checkbox"/>
Are commonly used and heavy items stored between mid-thigh and shoulder height?	<input type="checkbox"/>	<input type="checkbox"/>
Are floor surfaces maintained in good, smooth and clean condition to enable easy use of equipment (eg trolleys)?	<input type="checkbox"/>	<input type="checkbox"/>
Responding to incidents		
Is there a system in place to report manual task incidents and hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Have all reported manual task incidents and hazards been investigated?	<input type="checkbox"/>	<input type="checkbox"/>
Have outcomes of investigations been communicated to the reporting worker?	<input type="checkbox"/>	<input type="checkbox"/>
Are current control measures reviewed after accidents have occurred?	<input type="checkbox"/>	<input type="checkbox"/>