

## **Hazard Identification Checklist for Manual Tasks**

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Using the checklist below can help you to identify potential health and safety problems in your workplace for employees performing manual tasks. If you answer 'no' to any of the questions, you may need to make changes to how the tasks are performed.

### **Manual Tasks**

- ❖ Are workers doing tasks requiring force, awkward joint positions or repetition that continues for over 30 minutes at a time or more than two hours of a shift?
  - ❖ Are workers able to perform the task without reaching and with their shoulder, forearm and wrist in a comfortable position (i.e. not stretched bent/twisted)?
  - ❖ Are the forces required by a worker to perform the task kept within a minimal possible range (not high, low, sudden, or repetitive)?
  - ❖ Are workers able to vary their posture throughout the task? (i.e. do not have to stand, sit, kneel or squat for extended periods)?
  - ❖ Are there mechanical aids (such as trolleys, hoists) available and used?
  - ❖ Is the need to move heavy loads eliminated or minimized?
  - ❖ If the task is performed for prolonged periods, can it be performed at an easy pace?
  - ❖ Are repetitive movements minimized, and/or do workers have frequent breaks from repetitive tasks?
  - ❖ Are workers able to perform the task in an upright, forward facing position (i.e. not bent over or twisting/turning their back/neck)?
  - ❖ Are workers protected against vibration when using powered equipment (e.g. floor scrubbers or polishers) for long periods?
  - ❖ Machinery and equipment Is equipment regularly serviced and maintained according to the manufacturer's instructions?
  - ❖ Do you have a lock-out/tag-out procedure in place when cleaning or maintenance is performed?
  - ❖ Does all equipment have guarding to prevent operators and others accessing hazardous parts?
  - ❖ Are all operators of equipment instructed, trained and supervised in how to use it safely?
  - ❖ Is equipment only used for its intended purpose?
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