



# MANUAL TASK RISK ASSESSMENT TOOL

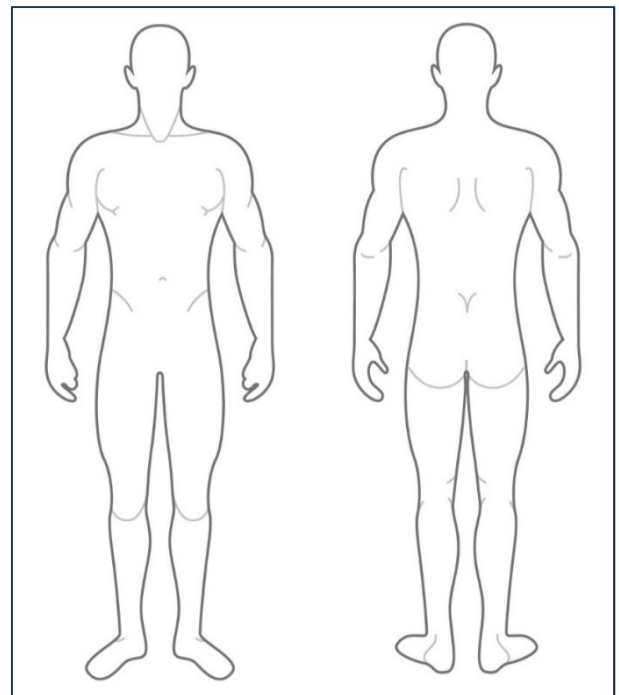
## PERforM – Participative Ergonomics for Manual Tasks

<b>Date and Workplace</b>	
Date: _____/_____/20____	Workplace: _____
<b>Risk Assessor</b>	
Work unit/ team: _____	
Positions: _____	
Names: _____	
<b>Task description</b>	
Name of task: _____	
Why was this task selected: _____	
_____	
_____	
Location where task occurs: _____	
Who perform the task: _____	
_____	
General task description: _____	
_____	
_____	
Postures: _____	
_____	
Forceful/muscular exertions: _____	
_____	
Repetition and duration: _____	
_____	
Tools and equipment used: _____	
_____	
Work/task organisation environment: _____	
_____	

## Risk factor assessment

1. Indicate on the body chart which area/s of the body you feel are affected by the task.
2. If more than one body part is affected, you may shade the different body parts in different colours. If this occurs, use the matching colour when scoring the risk factors (e.g. red for arms on the body and score sheet, blue for low back on the body and score sheet).
3. Give each risk factor a score out of five. One (1) is when the risk factor is not present and five (5) is when the risk factor is the most severe level they have experienced.

<b>Exertion:</b> How much force is the person using? Think about starting or stopping quickly				
1 No effort	2	3 Moderate force & speed	4	5 Maximum force or speed
<b>Awkward posture:</b> How awkward is the persons posture?				
1 All postures neutral	2	3 Moderately uncomfortable	4	5 Very uncomfortable
<b>Vibration:</b> How much are the whole body or hand/s being vibrated?				
1 None	2	3 Moderate	4	5 Extreme
<b>Duration:</b> How long is the action performed for?				
1 <10 minutes	2 10-30min	3 30min-1 hour	4 1-2 hours	5 >2 hours
<b>Repetition:</b> How often are similar actions completed?				
1 No repetition	2	3 Cycle time <30 seconds	4	5 Cycle time <10 seconds



## Risk Controls

<b>Design control options:</b>	
(Eliminate, substitute, engineer)	
<b>Administrative control options:</b>	
(Training, PPE, P&P)	