Manual Handling Risk Assessment

This template is recommended to be completed using the [Manual Handling Procedure](https://www2.education.vic.gov.au/pal/manual-handling/procedure) and the [OHS Risk Planning and Management Policy](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-risk-management/policy) for guidance. For further support in conducting a risk assessment, contact the OHS Advisory Service on 1300 074 715 or email safety@education.vic.gov.au.

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| **1. Background information** |
| **School** |  | **Date:** |  |
| **Person/s conducting risk assessment** |   | **HSR:** |  |

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|  | **Assessment of T.I.L.E:****Task****Individual** **Load****Environment** | **Based on the information gathered from the T.I.L.E assessment, where is there a risk? I.e. what could go wrong?** | **What controls should be put in place?** | **Considering the controls in place, are you satisfied that the risk is low or medium?** **See risk matrix below.**  |
| **1** | **Task**/s to be undertaken |  |  |  |  |
| **2** | **Individual**/sPerson/s who will undertake the task* are you familiar with the task?
* what is your physical capacity to undertake the task?
* do you have any previous or existing injuries that may be exacerbated by the task?
* is supervision required?
* What positions/postures are required to undertake the task?
* is more than one person required?
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| **3** | **Load** Consider:* weight
* dimensions
* rigid or unstable
* fixed or moving
* direction and distance
* if there is repeated exposure to loading or force.
* if a mechanical aid can be used to assist and if it is fit for purpose (wheels move smoothly over the surface, it can easily support the weight of the load and the load is stable?)
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| **4** | **Environment** Consider where the task will be undertaken and what in the surrounding area may be a hazard:* what space the task will occur in
* whether the task occurs in or between different locations
* the surface condition I.e. carpet will require more force to move trollies across
* any obstacles that may be in the way
* climate (heat and cold can change the way a person moves and performs)
* ventilation
* lighting.
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