Transport and Storage of Heavy and Unstable Items 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****(add or remove controls as needed)** | **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 | Transport and Storage of Heavy and Unstable Items |  | * Divide the load
* Item/s placed on a trolley and moved to the designated location
* Trolley has a scissor lift or hydraulics to raise and lower height
* Item/s are secured before moving
* Trolley is weight rated and can safely support the load
* Shelving in the storage area is weight rated and can accommodate the items
* coordinate multiple persons to lift/carry
* [S.M.A.R.T Lifting Poster is displayed](https://eduvic-my.sharepoint.com/personal/nicole_christians_education_vic_gov_au/Documents/OHSMS/Manual%20handling/S.M.A.R.T%20Lifting%20Poster)
* S.M.A.R.T Lifting process is used
* Item is held close and central to the body when being lifted
* Pulley system is installed to lift and manoeuvre items, and staff are trained to use
* Weight-rated stepladder is used to when storing items
* Three points of contact are maintained on the stepladder, where practical
* Furniture is not used to reach high objects e.g., standing on tables, chairs
* stepladder is placed on an even ground/surface
* Stepladder is in good condition
* Manual Handling and ergonomics elearn has been completed
* Pathway is clear with no obstructions
* The distance the item is carried is minimised by using trollies or other mechanical aids
* A good grip can be maintained on the item at all times
* heavy items are not placed or stored below hip height or above shoulder height
* Take breaks or change tasks
* [A safe work procedure](https://www.education.vic.gov.au/hrweb/Documents/OHS/safeworkproceduretemplate.docx) has been developed and can be followed
* Wear solid non slip shoes or boots
* Training has been provided
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| **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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