

HAZARDOUS MANUAL TASKS

DO YOU KNOW?

ACTION RECOMMENDED

1 Does the workplace have a register of hazardous manual tasks?

NO

Do you know what a hazardous manual task is?
If not, see **Appendix J**

Develop a register for hazardous manual tasks

YES

2 Have manual tasks risk assessments been performed?

NO

Do you know what a manual task risk assessment is, and, how and when to perform one?
If not, see **Appendix J**

Identify all hazardous tasks and do risk assessments for each one

YES

3 Have manual tasks risk assessment been recorded and kept?

NO

Ensure manual tasks risk assessment been recorded and kept

YES

4 Does the workplace have documented procedures for hazardous manual tasks?

NO

Do you know what the procedures are for manual tasks?
See **Appendix J** for an example.

Ensure the workplace has documented procedures for hazardous manual tasks

YES

5 Are policies and procedures included in the induction process?

NO

Ensure policies and procedures are included in the induction process.

YES

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