

Risk Management Ergonomics and Manual Handling Hazard Edition March 2015

Introduction

Monash University's Victorian campuses are all governed by the Victorian OHS Act 2004 and its subordinate regulations and codes of compliance. An inherent part of all OHS legislation is the requirement for workplaces to control the hazards its activities may pose to the health and safety of staff, visitors, contractors and students.

This version of the Risk Management Program is designed to assist users identify hazards, assess the risks and determine the controls to reduce the risk associated with ergonomic or manual handling hazards. For general risk assessments, please see the Risk Management Program.

The occupational health and safety risks must be identified and eliminated where possible or otherwise minimized. When the hazard cannot be eliminated, a combination of primary and secondary controls provides the safest option for reducing the risk of exposure to a hazard. Reduction of risk is best done following the Hierarchy of Controls.

Primary controls are those which make the environment safer by controlling or restricting the impact of the hazard on those associated with the work

activity. Primary controls are described in the top section of the hierarchy and include Substitution, Isolation and Engineering.

Secondary controls assist the worker to be safer, in the case of Administrative controls or act as the last layer of protection to those exposed to the hazard in the case of Personal Protective Equipment. These are less reliable than primary controls, but still improve safety.

The primary aim of the risk assessment process is to ensure the safety of all tasks in the workplace. The end result of a risk assessment is the implementation and maintenance of appropriate risk controls.

When to do an ergonomic or manual handling risk assessment at Monash

A risk assessment must be undertaken for all activities that involve ergonomic or manual handling hazards.

How to do a risk assessment at Monash

If the risk you are assessing is a common risk at Monash University there may be a pre-existing risk assessment available to use as guidance.

To do a Risk Assessment, this step by step process should be followed:

1. Establish what process is being assessed. If there is a Standard Operating Procedure for the task, make it available.
2. Involve people that know about the process and the hazards associated with it.
3. Print out or open an electronic copy of the Risk Assessment Worksheet.
4. Fill in the details of at the top of the worksheet, and enter the names of the people involved as the Risk Assessment Team.
5. Identify what hazards are associated with the process. There are many hazards listed on the worksheet, but there may be additional hazards. Take into account hazards associated with. Enter the hazard in column 1 of the second page of the Risk Assessment Worksheet and the identified hazards in column 2. More rows can be added as required.
6. Seek information on the hazards identified. Some examples of places to look are your Risk Assessment Team, Supervisor, Safety Officer, knowledgeable colleagues, Monash OH&S website, [OHS Consultant/Advisor](#), other organisations with similar operations, Victorian WorkCover Authority, Safe Work Australia, Australian Standards, and the internet.
7. Identify what controls are in place to reduce the likelihood and consequences. Enter these controls under column 2.
8. Estimate the likelihood of an injury. If there are controls in place to reduce the likelihood, take this into account. Enter the value into column 3

Frequency	Duration	Likelihood of Injury
> 30 per minute	Long periods all day	Almost Certain
> 5 per minute	Long periods most of day > 1/2 day	Likely
1 - 5 per minute	Long periods some of day < 1/2 day	Possible
< 1 per minute	Short periods frequently < 1 hr	Unlikely
Occasionally	Short periods infrequently < 1hr	Rare

9. Estimate the consequences of the injury. If there are controls in place to reduce the likelihood, take this into account. Enter this in column 4.

		Consequences				
		Insignificant	Minor	Moderate	Major	Catastrophic
Poor posture			Small Effort	Moderate Effort	Considerable Effort	High Effort
Good Posture	Small Effort		Moderate Effort	Considerable Effort	High Effort	

10. Using risk matrix and the estimates of likelihood and consequences, calculate the risk. Enter the risk on column 5.

		Consequences				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost Certain	Medium	High	High	Extreme	Extreme
	Likely	Medium	Medium	High	High	Extreme
	Possible	Low	Medium	Medium	High	High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

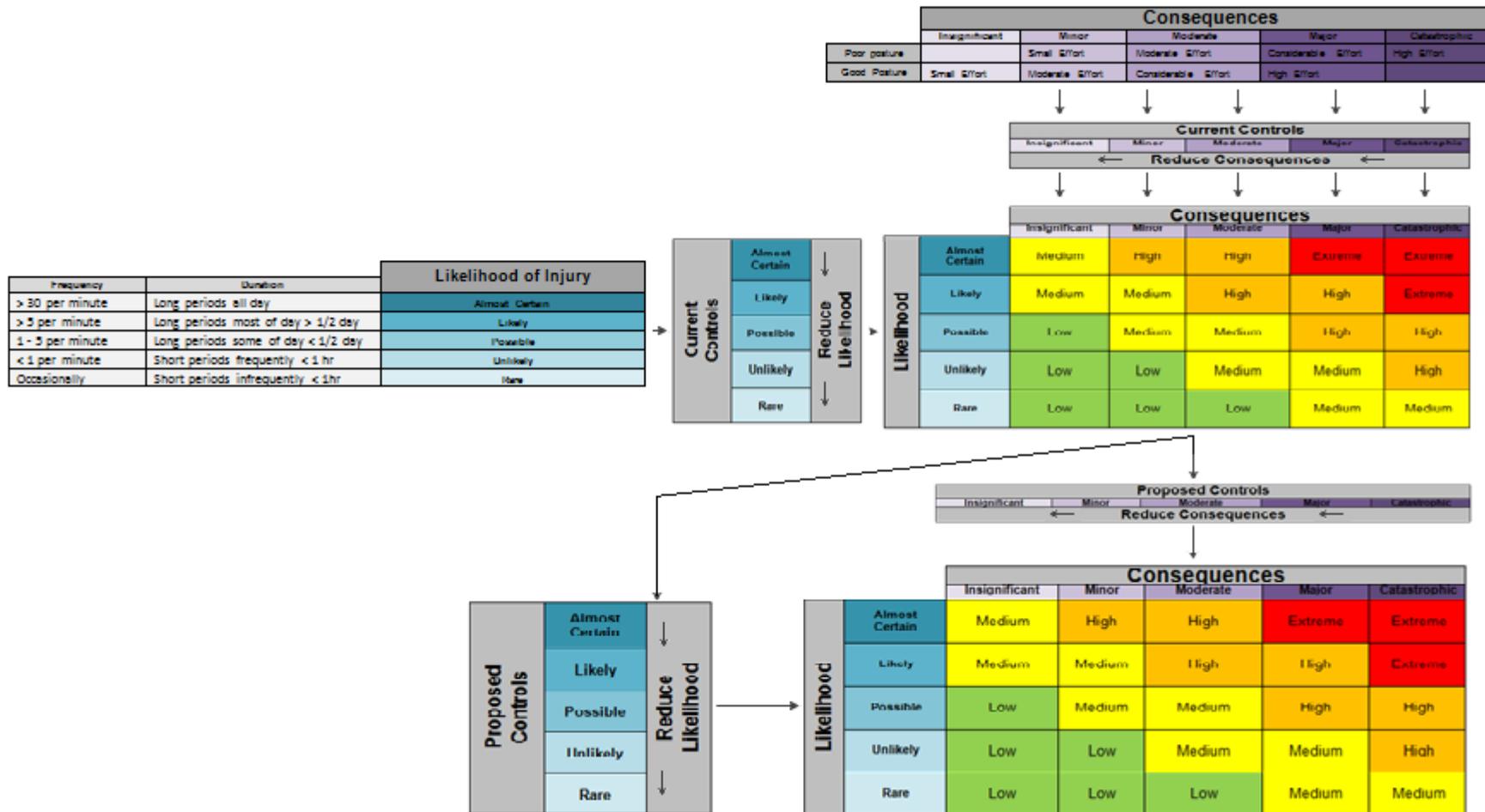
11. Determine controls to reduce the risk. There are many suggested controls listed in the OHS documentation found on the [Risk Management](#) section of the Monash OH&S website. Also refer to your resources listed in step 6.
12. List the proposed controls on column 6 of the risk assessment worksheet.
13. Nominate a person to implement each control. Enter the responsible person in column 7.

14. Reassess the hazard with the controls implemented.

		Consequences				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost Certain	Medium	High	High	Extreme	Extreme
	Likely	Medium	Medium	High	High	Extreme
	Possible	Low	Medium	Medium	High	High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

Manual Handling	
Engineering	Use of trolleys
	Bench workstation heights & angles and adjust work height set ups
	Step ladders for accessing shelves
	Conveyer belts
	Assisted lifting devices
	Power assisted trolleys, fork trucks, mobility device
	Pallet trucks
Administration	Ergonomics and workstation assessments
	Job rotation & additional help
	Safe work instructions and training in the use of engineering controls
	Training in manual handling/ lifting techniques
	Training in the process with reference to ergonomic/manual handling issues
	Safe work instructions or guidelines on task
	Training on task performance
	Identification and awareness of hazards associated with equipment or process
Personal Protective Equipment (PPE)	Flat soled / fully enclosed footwear
	Clothing & PPE appropriate for task
	Appropriate footwear (e.g. steel capped boots) in workshops or store environment.
	Clothing & PPE appropriate for task
	Clothing & PPE appropriate for task
	Appropriate footwear (e.g. steel capped boots) in workshops or store environment
	Reflective vests where powered lifting equipment is used

Summary



RISK ASSESSMENT WORKSHEET

Risk Assessment Title:				
Details of Process:				
Risk Register:			Risk Assessment Number:	
Campus		Faculty/Division		School/Department/Centre
Building		Room No.		Assessment Date

Risk Assessment Team						
Name	Signature	Date		Name	Signature	Date

Hazard Categories applicable to this Risk Assessment

Animal/Insect/Vegetation <input type="checkbox"/>	Equipment/Machinery/Vehicles <input type="checkbox"/>	Manual Handling/Ergonomics <input type="checkbox"/>
Biological <input type="checkbox"/>	Outdoor Hazards <input type="checkbox"/>	Psychological/Social <input type="checkbox"/>
Chemical <input type="checkbox"/>	Water/Gases/Liquids <input type="checkbox"/>	Physical Hazards <input type="checkbox"/>
Hazardous Areas <input type="checkbox"/>	Radiation <input type="checkbox"/>	Other <input type="checkbox"/>

Approval Supervisor

Name:	
Signed:	Date:

INSERT PHOTO or DIAGRAM

AS APPROPRIATE

Hazard	Current Controls	Likelihood	Consequences	Current Risk	Proposed Controls	Responsible Person	Likelihood	Consequences	Residual Risk
1	2	3	4	5	6	7	8	9	10