


Safe Work Instruction - Checklist	
Manual handling hazard identification & risk assessment	Issue date: 22 October 2008

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Example content:

Scope: This safe work instruction - checklist applies to the inspection and assessment of all workplaces where manual handling activities are performed including manufacturing, warehousing, external site work and office locations.		Responsible supervisor	
References: <ul style="list-style-type: none"> ▪ NSW OHS Act 2000 ▪ NSW OHS Regulations 2001 – Chapter 4 ▪ NOHSC – COP Manual Handling ▪ VIC OHS Regulations 2007 – Chapter 3 ▪ SA OHS Regulations 1995 – Chapter 2 ▪ WA OHS Regulations 1996 – Chapter 3 ▪ TAS Workplace Health & Safety Regulations 1998 – Chapter 4 ▪ QLD WHS Act 1995 ▪ QLD WHS Reg 1997 ▪ QLD COP Manual Tasks 2000 	PPE required <ul style="list-style-type: none"> <input type="checkbox"/> Hard hat or bump hat <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	Skills, competencies or qualifications required <ul style="list-style-type: none"> • Site specific induction, • • • • • 	Permits or Licences required
Tools and equipment required <ul style="list-style-type: none"> • Appropriate manual handling 		Inspection and Tagging of plant and tools <ul style="list-style-type: none"> Tagging of equipment I. 	
 Warning	Prior to the commencement of any work activity it is identified that.		
General	<ul style="list-style-type: none"> • This document outlines the steps to be followed to identify manual handling 		

Hazards	Manual handling risk aspects	Risk ?		
		Yes	No	
1. Work environment	Tick applicable boxes			
1. Work environment	<input type="checkbox"/> Lighting <input type="checkbox"/> Noise <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Fumes <input type="checkbox"/> Exposure to weather <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Y	N
<i>Details</i>				
2. Workstation layout	<input type="checkbox"/> Cramped storage or confined space <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Clutter, trip hazards <input type="checkbox"/>	Y	N