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ErgoAnalyst - Manual Task

Risk Identification and Data Collection

**How to use this manual task injury data collection form**

***Note: Only the check boxes and the text boxes can (and need) to be filled out.***

***Once completed save the file as the task name and send to the ErgoAnalyst-Facilitator***

**Purpose**

This main purpose of this document is to enable staff to:

1. Screen a manual task to quickly determine if it is hazardous.
2. Collect relevant information on the manual task (if it is hazardous) so that data can be used to assess the injury risk using ErgoAnalyst ([www.ergoanalyst.com](http://www.ergoanalyst.com)).

**How to use the Risk Identification Checklist**

1. Enter your name and contact details (so that you can be contacted for further information).
2. Enter the name of the manual task and the area of the business where the task is performed.
3. Perform the quick risk screening of the task by checking any of the boxes that are relevant in the risk identification tool.

***Note: If ANY of the boxes are ticked then that task should be risk assessed using ErgoAnalyst. If an ErgoAnalyst risk assessment is required, then the Data Collection Form can be used to collect appropriate data so that an accurate risk assessment is performed****.*

**How to use the Data Collection Form**

1. Enter your name and contact details (so that you can be contacted for further information).
2. Enter the name of the manual task and the area of the business where the task is performed.
3. Read the guidance notes for each of the 10 questions and fill in the text boxes with as much appropriate detail as is possible.
4. Take pictures and or videos of the manual task as it is normally performed (i.e. not a contrived performance of the task) and send them with this document to the trained ErgoAnalyst
(EA)-Facilitator so that they can populate the ErgoAnalyst database with descriptive information on the task and perform the risk assessment.

*Note: Ensure that the pictures (and preferably videos) focus on the people performing the task and not just the equipment, because it is the injury risk to the people that is being assessed.*

ErgoAnalyst - Hazardous Manual Task

Identification Checklist

**Your name:**       **Contact details:**

**Manual task being evaluated:**

**Workplace where the task is performed:**

**Why is this manual task being reviewed ?**

**Identification of a hazardous manual task**

* Check each box where the statement is applicable.
* If any of the boxes are checked then an ErgoAnalyst risk assessment is required.

*Note: Identification of hazardous manual tasks requires (i) consultation with employees;
(ii) observation of manual tasks; and (iii) reviewing workplace records.*

A task should be considered as potentially hazardous if any of the following apply :

[ ]  An injury has been recorded due to the performance of the task.

[ ]  A staff member has reported discomfort associated with the performance of the task.

[ ]  Staff performing this task have a higher than average turnover or rate of sick leave.

[ ]  A staff member is physically incapable of performing the task.

[ ]  A staff member can only perform the task for a short time before stopping.

[ ]  The mass of any object being handled exceeds 16 kg.

[ ]  The force required to move any object exceeds 200 N.

[ ]  The postures adopted to perform the task involve substantial deviations from neutral.

[ ]  The task involves static postures held for longer than 30 seconds and the task is performed for more that 30 minutes without a break or for more than 2 hours per shift.

[ ]  The task involves repetitive movements of any body part and is performed for more that 30 minutes without a break, or for more than 2 hours per shift.

[ ]  The task is performed for longer than 60 minutes at a time without a break.

[ ]  The task is performed for longer than 4 hours per shift.

[ ]  The exposure to whole body vibration or peripheral vibration exceeds 2 hours per shift.

[ ]  Employees have improvised controls for the task.



ErgoAnalyst - Hazardous Manual Task

Data Collection Form

**Your name:**       **Contact details:**

**Manual Task being evaluated:**

**Workplace where the task is performed:**

**Manual Task Data Information**

1. **Why is the task performed?** (Give a brief (1 - 2 sentences) explanation on the main purpose of this task)

1. **Describe how the task is performed.** (i.e. Give the basic steps involved in performing the task)
2. **List details on the environment and equipment involved**
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List as much information as possible, including: distances and dimensions, type of equipment, object weights, where equipment is stored, availability, condition, maintenance schedules, etc.

1. **How often is the task performed ?** (e.g. Daily ? Weekly ? During routine maintenance ? etc)
2. **How long does it take to perform the task ?** e.g. include durations, rest breaks, job rotations, etc))

1. **How many people perform the task ?** (Include information on each of their roles in performing the task).

1. **What body parts experience high force and why?** (Include information on each of their roles in performing the task).

 **[ ]  Arms [ ]  Shoulders [ ]  Back [ ]  Legs**

1. **What body parts experience awkward postures?** (include information on why below)

 **[ ]  Arms [ ]  Shoulders [ ]  Back [ ]  Legs**

1. **What body parts experience repetitive movements?** Give details on the repetitions to the body parts, including the number of repetitions and the cycle time (e.g. repetitions per minute), etc

 **[ ]  Arms [ ]  Shoulders [ ]  Back [ ]  Legs**

1. **Give additional comments relevant to the task?** (e.g. environmental or organization factors, risk of crush or lacerations injuries, potential fall from heights or slip or trip, etc).

**Important !!**

**Attach pictures and/or videos (preferably) of the task when submitting (emailing) this form**

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