RISK ASSESSMENT WORKSHEETS

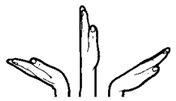
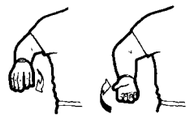
Worksheet Reference Number ☐

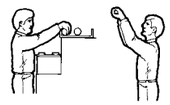
Date: _____
Name of assessor: _____
Task: _____
No. of employees that conduct this task _____
How long is the task typically undertaken for:
a) without a break: _____
b) in a typical shift (excluding breaks): _____

How frequently is the task undertaken (eg. daily, weekly): _____
Other tasks undertaken by worker that may pose risk of ULDs *(include worksheet reference numbers)*:
_____
What hand tools are used in the task: _____
_____
_____

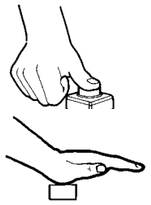
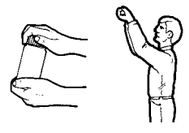
Task description:

1 Repetition **For 2 consecutive hours per work day:**		Yes	No	**Describe any problem(s) and probable cause(s):** *Describe what the person is doing eg. hand operation of drill 10 times per minute. Performed 3 hours per day, five days per week.*	**Describe any risk control options you have identified**	**Control options** *(not exhaustive list)*
1.1 Does the task involve repeating the same movements every few seconds?	*A '**Cycle**' is a sequence of actions of relatively short duration that is repeated over and over, and is almost always the same. A cycle is not necessarily associated with one single joint movement, but also with complex movements of one or more parts of the body.*	☐	☐			**Reduce repetition:** ■ Mechanise or automate repetitive functions ■ Use power/ratchet tools ■ Remove machine or other pacing ■ Restructure task (job design) ■ Remove or monitor piecework schemes **Reduce duration:** ■ Implement job enlargement ■ Ensure adequate breaks ■ Implement job rotation ■ Limit / control overtime
1.2 Is there a cycle or sequence of movements that is repeated twice per minute or more **OR** More than 50% of the task involves performing a repetitive sequence of motions?		☐	☐			
1.3 Are the wrists/hands/fingers used intensively?		☐	☐			
1.4 Is there repetitive shoulder/arm movement (ie regular arm movement with some pauses or almost continuous arm movement?)		☐	☐			
1.5 Are tools used that require **repetitive** finger or thumb action?		☐	☐			

2 Working posture **Fingers, hands and wrist**		Yes	No	**Describe any problem(s) and probable cause(s):** *Note problem postures and identify parts of the upper limb involved. eg. Static gripping posture used for up to 2 hours at a time, wrists repetitively bent sideways when drilling objects.*	**Describe any risk control options you have identified**	**Control options** *(not exhaustive list)*
2.1 Is the wrist bent **repetitively** up and/or down?	*Remember: the greater the deviation from a neutral position, the greater the risk.* 	☐	☐			**Optimise working posture:** ■ Modify operation or production method ■ Relocate equipment or items ■ Present work items differently ■ Reduce amount of manipulation required ■ Ensure equipment accounts for differences in worker size, shape and strength ■ Ensure working heights are appropriate ■ Ensure items are within reach distances ■ Provide suitable (and adjustable) seating ■ Use fixtures/jigs ■ Alter tools or controls ■ Ensure tools are suitable for task ■ Ensure tools do not require awkward postures
2.2 Is the wrist **held** in a position that is bent upwards or downwards?		☐	☐			
2.3 Are the fingers gripping or used while the wrists are bent?		☐	☐			
2.4 Is the wrist bent **repetitively** to either side?		☐	☐			
2.5 Is the wrist **held** bent to either side?		☐	☐			
2.6 Are the hands **repetitively** turned or twisted so that the palm is facing up or downwards?		☐	☐			
2.7 Are the hands **held** with the palms facing up or down?		☐	☐			
2.8 Is a wide finger and/or hand span needed to grip, hold or manipulate items?		☐	☐			
2.9 Do static postures of the fingers, hand or wrist occur, for more than two consecutive hours per work day?		☐	☐			
2.10 Are there tools, equipment and/or work pieces that are poorly shaped and/or do not fit the hand comfortably?		☐	☐			
2.11 Are there any tools, hand held equipment or work pieces that are too large or small to be gripped easily?		☐	☐			
2.12 Are tools designed for right handed use only?		☐	☐			

3 Working posture **Arms and shoulders**		Yes	No	**Describe any problem(s) and probable cause(s):** *Note problem postures and identify parts of the upper limb involved. eg. Shoulder held in fixed position with elbow out to the side for up to 2 hours at a time. This is due to the work height.*	**Describe any risk control options you have identified**	**Control options** *(not exhaustive list)*
3.1 Is work performed above the head or with the elbows above the shoulders for more than 2 hours total in a working day?	*Remember: the greater the deviation from a neutral position, the greater the risk.* 	☐	☐			**Optimise working postures:** ■ Automate or mechanise ■ Modify operation or production method ■ Relocate equipment or items ■ Present work items differently ■ Reduce amount of manipulation required ■ Ensure workplaces and equipment account for differences in worker size, shape and strength ■ Ensure working heights are appropriate ■ Ensure items are within reach distances ■ Provide suitable (and adjustable) seating ■ Use fixtures/jigs ■ Alter tools or controls ■ Ensure tools are suitable for task ■ Ensure tools do not require awkward postures ■ Provide arm support for precision work
3.2 Does the task involve **repetitively** moving the upper arms out to the side of the body?		☐	☐			
3.3 Does the task involve **holding** the upper arms out to the side of the body without support?		☐	☐			
3.4 Do static postures of the shoulder or elbow occur, for more than two consecutive hours per work day?		☐	☐			
3.5 Does the work involve any other postures such as: ☐ Awkward forward or sideways reaching? ☐ Awkward reaching behind the body? ☐ Awkward reaching across the body?	  *Workstation layout and working height can be a major influence on working postures.*	☐	☐			

4 Working posture **Head and neck**		Yes	No	**Describe any problem(s) and probable cause(s):** *Note problem postures and identify parts of the upper limb involved. eg. neck held in fixed bending position to see screw holes.*	**Describe any risk control options you have identified**	**Control options** *(not exhaustive list)*
4.1 Does the task involve **repetitively** bending or twisting the neck?	*Remember: the greater the deviation from a neutral position, the greater the risk.* 	☐	☐			**Optimise working postures:** ■ Ensure visual requirements are not too demanding ■ Provide visual aids ■ Ensure lighting is suitable ■ Reposition items that workers are required to look at
4.2 Does the task involve **holding** the neck bent and/or twisted for more than 2 hours total per work day?		☐	☐			
4.3 Do the visual demands of the task require the worker to view fine details and adopt awkward postures?		☐	☐			
4.4 Do aspects of lighting such as dim light, shadow, flickering light, glare and/or reflections cause the worker to adopt awkward postures?		☐	☐			

5 Force		Yes	No	Describe any problem(s) and probable cause(s): *eg. Drill handle is too small resulting in increased gripping force for up to 4 hours per day. Also high force applied to screws*	Describe any risk control options you have identified	Control options *(not exhaustive list)*
5.1 Does the task require **repetitive** or **static** application of force?	*For the hand/wrist, high-force tasks are those with estimated average individual hand force requirements of 4 kg or above.*	☐	☐			**Reduce force:** ■ Reduce forces necessary ■ Use power tools ■ Can the function be achieved differently? ■ Use jigs to hold items ■ Reduce weight of items ■ Present items differently ■ Increase mechanical advantage ■ Alter task to use stronger muscles ■ Use foot pedals ■ If gloves used check that they are appropriate ■ Maintain tools ■ Ensure tools are suitable for task ■ Improve handles ■ Use light weight tools ■ Use tool counterbalances ■ Ensure tool handles fit workers comfortably
5.2 Is a pinch grip being used **repetitively** or **statically** for more than two hours total per work day?	*For example, pinching an unsupported object weighing 0.9 kg (2 lbs) or more per hand, or using a similar pinching force (eg holding a small binder clip open).* 	☐	☐			
5.3 Does the worker use the tip of the finger, thumb or hand as a pressing tool?		☐	☐			
5.4 Do tools require the application of pressure on a trigger or button?		☐	☐			
5.5 Does the hand apply force by twisting objects/ tools or squeezing items?		☐	☐			
5.6 Is the hand or wrist used as a hammer?		☐	☐			
5.7 Is force being applied when the wrists are bent and/or with the arms raised?		☐	☐			
5.8 Does the task require the wearing of gloves which affect gripping?		☐	☐			
5.9 Do any objects, work pieces, tools or parts of the workstation impinge or create localised pressure on any part of the body?		☐	☐			

6 Working environment		Yes	No	Describe any problem(s) and probable cause(s): *eg.Workers exposed to hand vibration from drill up to 4 hours per day. Workers have cold air blowing on hands from exhaust.*	Describe any risk control options you have identified	Control options *(not exhaustive list)*
6.1 Are vibration exposures likely to regularly exceed HSE's recommended action level of 2.8 m/s^2 A(8)? - Impulsive tools (chipping hammers, needle guns, hammer drills, etc.) may exceed HSE's recommended action level after only a few seconds use per day and are highly likely to exceed the action level after 30 minutes use per day - Rotary tools (grinders, sanders, etc.) may exceed HSE's recommended action level after only a few minutes use per day and are highly likely to exceed the action level after 2 hours use per day		☐	☐			**Improve the working environment:** ■ Use alternative process(es) ■ Select alternative lower vibration equipment ■ Use balancers/ tensioners ■ Maintain equipment ■ Reduce exposure time to vibration ■ Provide information and training ■ Conduct health surveillance ■ Avoid working in cold ■ Avoid handling or insulate cold items or tools ■ Redirect blowing air ■ Use warm clothing
6. 2 Do tools create or transmit jerky actions, shock or torque (twisting)?		☐	☐			
6.3 Does the task involve working in cold or in draughts, particularly with cold air blowing over the hands?		☐	☐			
6.4 Does the task involve holding cold tool handles, work items or other cold objects?		☐	☐			

7 Psychosocial factors *(These factors are best dealt with through discussion with workers. Sensitivity may be required)*	Yes	No	**Describe any problem(s) and probable cause(s):** *eg.Workers are on piecework system. Support from supervision and co-workers is low.*	**Describe any risk control options you have identified**	**Control options** *(not exhaustive list)*
7.1 Is the work paced? ie machine or team sets the pace, or the work rate is otherwise not under the worker's control	☐	☐			**Improve the working environment:** ■ Reduce monotony ■ Ensure reasonable workload and deadlines ■ Ensure good communication and reporting of problems ■ Encourage teamwork ■ Monitor and control overtime and shiftwork ■ Reduce or monitor productivity relatedness of pay systems ■ Provide appropriate training
7.2 Is there a system of work, or piecework, which encourages workers to skip breaks or to finish early?	☐	☐			
7.3 Do workers find it difficult to keep up with their work?	☐	☐			
7.4 Do workers feel that there is a lack of support from supervisors or co-workers?	☐	☐			
7.5 Is there overtime/shiftwork that is unplanned, unmonitored and/or not organised to minimise risk of ULDs?	☐	☐			
7.6 Do the tasks require high levels of attention and concentration?	☐	☐			
7.7 Do the workers have little or no control over the way they do their work?	☐	☐			
7.8 Are there frequent tight deadlines to meet?	☐	☐			
7.9 Are there sudden changes in workload, or seasonal changes in volume without any mechanisms for dealing with the change?	☐	☐			
7.10 Do workers feel that they have been given sufficient training and information in order to carry out their job successfully?	☐	☐			

8 Individual differences		Yes	No	Describe any problem(s) and probable cause(s): *eg. No system for gradual return to work*	Describe any risk control options you have identified	Control options *(not exhaustive list)*
8.1 Are any workers potentially at increased risk of ULDs due to: ☐ being new employees or returning to work after a long break; ☐ differences in competence and skills; ☐ being part of vulnerable groups such as older, younger workers, new or expectant mothers; ☐ disability and health status.		☐	☐			■ Allow for a gradual build up to full production speed ■ Provide suitable training to develop the skills required ■ Seek advice on special requirements

REMEMBER TO CONSIDER HOW THE RISK FACTORS INTERACT WITH EACH OTHER
(eg are forces applied repetitively in awkward posture etc)

ACTION PLAN

Worksheet reference	Controls to be implemented	Priority	Who is responsible for implementing controls?	Target implementation date	Date of re-evaluation