


For trainers:

- Workers must be provided with information about how to do their job safely.
- This tip sheet is the minimum information that should be included in your workers' hazardous manual tasks training. More information about [hazardous manual tasks](#) is available.
- Discuss the following sections and insert examples/photos from your workplace.







Hazardous manual tasks (HMT) are any manual tasks that have one or more risk factors which may cause a sprain or strain injury. They are preventable, yet the most common type of workplace injury.

Risk factors

There are six risk factors that lead to sprain and strain injuries.

 **Insert** photos of your workers doing tasks that have these risk factors (click example images to replace them).

 **Discuss** the work activities in your workplace that have one or more of these risk factors.

Exertion/force		Very tiring work that takes a lot of effort. Can be held for a period of time, repeated over and over, or occur suddenly.
Awkward postures		Postures that are uncomfortable or require significant bending, twisting or over-reaching that workers hold over a period of time.
Vibration		Sitting/standing on or holding vibrating equipment – can result in back pain or circulation issues in the hand or arm.
Duration		Doing a task continuously for more than 30 minutes, or more than a total of two hours over a whole shift can increase likelihood of injury.
Repetition		Using the same parts of the body to repeat similar movements over and over.
Mental stress/work pressure		Mental stress and work pressure can increase the risk of physical injuries when not managed as part of hazardous manual tasks.

Causes of risk factors and how to prevent them

The four causes of sprain and strain risk factors are:

1. **Work areas** (e.g. benches that are too low, working in tight areas where you can't freely move).
2. **What is being handled and how** (e.g. carrying a top-heavy container, handling objects with poor handles, pushing a trolley 100 metres up a slope, unloading pallets of stock all shift).
3. **Environmental factors** (e.g. uneven/slippery floor surfaces, poor lighting, hot/cold/windy/humid weather).
4. **Work organisation** (e.g. time pressures, work pace, lack of communication, no proactive maintenance, poor support, very boring or overly mentally demanding work).

Examples of controls (solutions) that are used to reduce sprain and strain risk factors include:

- mechanical aids (e.g. robotics, trolleys, overhead cranes, forklifts, pallet jacks, pallet raisers)
- adjustable equipment (e.g. bench height, pallet raisers)
- clear access (allows use of mechanical aids)
- adequate space to conduct tasks
- adequate lighting
- preventative maintenance of tools/equipment
- non-slip floors/surfaces
- work organisation reduces risk to workers (e.g. task variation, adequate work pace, time, staffing levels, resources, supervisor support)
- well defined communication
- specific safe work procedures that address HMT.

Performing specific hazardous manual tasks safely



Insert examples of tasks in the table that are relevant to the workers attending training.
You may wish to complete this information before the training session




Discuss the workplace tasks including the risk factors and the controls to minimise the risk of injury.


Hazardous manual task (describe the task)	Risk factors in the task (Exertion/force, awkward postures, vibration, duration, repetition, mental stress-work pressure)	Controls used for the task (mechanical aids, tools, equipment, safe work procedures)
<i>Example: moving steel plate</i>	<i>Example: high force, awkward postures</i>	<i>Example: use overhead crane to do this task, discussed the safe work procedure for moving steel plate with workers</i>

Reporting

Workplaces must have procedures for reporting hazards (including risk factors), faulty equipment, maintenance issues or any work-related symptoms including:

- pain, joint stiffness or muscle tightness
- swelling, numbness, pins and needles
- skin colour changes.

 **Insert** information about your workplace procedures for reporting hazards, faults, maintenance issues and symptoms.

 **Discuss** with workers the importance of and procedures for reporting sprains and strains.

Hazards	Procedure
Faulty equipment	List your workplace procedure here
Maintenance	List your workplace procedure here
Work-related symptoms	List your workplace procedure here


Record of training

Keep a record of any HMT training.

Date of session:

Trainer: Enter name/s here

Topics covered: Enter topics here

 **Insert** information about your HMT training.

Worker's name	Worker's signature
Enter worker's name here	
Enter worker's name here	
Enter worker's name here	
Enter worker's name here	
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*This factsheet is based on the Hazardous manual tasks Code of Practice 2011.