

Safety Alert – June 2022

Subject: Risk Management for Hazardous Manual Tasks

UNSW Safety are issuing a Safety Alert to remind staff and students to implement a risk management process to manage the risks associated with manual tasks.

Background:

A worker was asked to relocate a large order of IT equipment, which included several monitors and keyboards, from one building to another. The worker injured their back during the activity as they had to push a loaded trolley in strong wind conditions. The investigation identified that the risks associated with this task had not been identified and no mitigation strategy had been implemented. The worker had not been given guidance on how to safely relocate the equipment and the required resources.



What is recommended going forward:

All staff are reminded to implement a risk management process to manage the risks associated with hazardous manual tasks. All activities are to be appropriately planned and risk assessed. Considerations should include:

- Resources and tools required and where to find them, e.g. trolleys, number of people required to safely carry out an activity,
- Planning ahead to consider the availability of resources and flexible/hybrid work arrangements,
- Weather conditions.

Staff are reminded that online Ergonomic & Manual Task training must be current, all required controls must be implemented and resources available before an activity is commenced. Further information on managing the risks associated with manual tasks can be found [here](#). Please contact your Supervisor or [Safety contact](#) for further guidance on hazardous manual tasks.

Further Information: safety@unsw.edu.au