



### Manual tasks-lifting safety checklist

check	yes	no	n/a
Lifting and carrying tasks are eliminated where possible			
Mechanical equipment, conveyors or trolleys are used to reduce manual lifting and carrying where possible			
Manual handling tasks or hazards have been identified and assessed			
Practical control measures have been put in place and maintained to eliminate or reduce the risks as far as possible			
All manual handling-related incidents have been adequately investigated			
Information, instruction and training in safe lifting has been provided to everyone involved in organising and implementing manual handling processes; investigating accidents; or performing tasks where manual handling hazards have been identified			
Workers understand manual handling risk factors and are aware of risk management procedures			
Workers consultation and participation have taken place during all stages of risk management			

**Other sources of information:**

- The Occupational Safety and Health Regulations
- Code of practice: Manual tasks

WorkSafe website  
[www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au)