# Quick safety scan – Hazardous Manual Tasks in the Automotive Workshop

Use this quick safety scan to look at your safety systems and practices to manage hazards from hazardous manual tasks Those items where you tick ‘Sometimes’ or ‘Never’ will need action to fix or improve. There is information on the SafeWork SA website that may assist you.

## MANUAL TASKS

|  |  |  |  |
| --- | --- | --- | --- |
|  | Always | Sometimes | Never |
| Risks (e.g. handling heavy and awkward items) are identified, assessed and controls implemented |  |  |  |
| Have your risk assessments taken into account posture, movement, forces, duration, frequency and environmental factors? (Refer to sections 2 and 3 of the Code of Practice – Hazardous Manual Tasks for more information) |  |  |  |
| Sustained and repetitive tasks in awkward postures are minimised |  |  |  |
| Workers can vary their posture and pace throughout tasks (e.g. do not have to stand, sit, kneel or squat for long periods) |  |  |  |
| Workers can perform tasks in a comfortable, upright, forward facing position (not bent or twisted) |  |  |  |
| Lifting from ground level or above shoulder level is avoided |  |  |  |
| Workers are trained in solving manual handling problems and correct manual handling techniques |  |  |  |
| Mechanical aids (e.g. jigs, slings, dollies, chains) are used to lift or move heavy or awkward items |  |  |  |
| Tool boxes and benches are mobile for ease of use |  |  |  |
| Safe, task-suitable hand tools are provided |  |  |  |
| Hand tool weight/comfort to hold and use is considered |  |  |  |
| Hand tools are replaced by power tools |  |  |  |
| Workers are consulted about new tools/equipment prior to purchase |  |  |  |
| Job rotation is used for repetitive tasks |  |  |  |
| Jobs are redesigned/working loads are modified |  |  |  |
| Equipment is regularly inspected, tested and tagged (where required) |  |  |  |
| Equipment is regularly maintained |  |  |  |
| Workers are protected against vibration when using powered equipment for long periods (e.g. grinders) |  |  |  |

## WHEEL AND TYRE FITTING

|  |  |  |  |
| --- | --- | --- | --- |
|  | Always | Sometimes | Never |
| Vehicle hoists, wheel balancers, tyre changers and mechanical aids are used |  |  |  |
| Tyres and wheels are rolled, not carried, over distance |  |  |  |
| Tyres are deflated to minimise potential explosion hazard |  |  |  |
| Chocks are used when raising or lowering vehicles on a jack |  |  |  |
| Wheels are firmly placed on mountings before nuts are done up |  |  |  |
| Tyres and valves are visually inspected for damage and wear |  |  |  |
| Tyre inflation cages are available and used |  |  |  |
| Manufacturer’s specifications for tyres and rims are followed |  |  |  |
| Restraining devices are used when inflating tyres on split rim assemblies |  |  |  |
| Workers are trained in safe work practices for tyre assembly/fitting |  |  |  |
| Regular training sessions are conducted in correct manual handling practices |  |  |  |
| Appropriate PPE is provided and used (e.g. eye and ear protection, high-visibility clothing) |  |  |  |
| PPE is maintained, repaired or replaced as required |  |  |  |
| Workers are trained in the correct use and care of PPE |  |  |  |

## WORKING INSIDE VEHICLE CABINS

|  | Always | Sometimes | Never |
| --- | --- | --- | --- |
| Adequate lighting is provided, especially lead lights |  |  |  |
| Awkward / sustained working positions are identified and controlled (e.g. footwell spacers/fillers) |  |  |  |
| Powered tools are provided, where appropriate |  |  |  |
| Braces (for dashes), vacuum lifters (for windscreens) and magnetic clamps etc. are in use |  |  |  |

## WORKING UNDER BONNETS

|  | Always | Sometimes | Never |
| --- | --- | --- | --- |
| Adequate lighting is provided, especially lead lights |  |  |  |
| Awkward / sustained working positions are identified and controlled (e.g. remove bonnet) |  |  |  |
| Powered tools are provided, where appropriate |  |  |  |
| Body support harnesses are used |  |  |  |
| Protective pads are used for upper torso support |  |  |  |

## WORKING UNDER VEHICLES

|  |  |  |  |
| --- | --- | --- | --- |
|  | Always | Sometimes | Never |
| Adequate lighting is provided, especially lead lights |  |  |  |
| Awkward / sustained working positions are identified and controlled (e.g. creepers) |  |  |  |
| Powered tools are provided, where appropriate |  |  |  |
| Hoists/platforms/in-ground pits are used to provide better access |  |  |  |
| Dollies/slings are used to reduce the need to hold/support parts |  |  |  |
| Operating instructions are displayed (where required) |  |  |  |
| Appropriate PPE (Personal Protective Equipment) is provided and used (e.g. eye and hand protection) |  |  |  |
| Workers are trained in the correct use and care of PPE |  |  |  |
| PPE is maintained, repaired or replaced as required |  |  |  |