SafeActions julie@safeactions.com.au P:0413 954 530
Name: _____ Date: _____

Assessment process:
Bring the review sheet with you to your manual tasks training session.
No certificate will be issued until both this theory component and the practical activities are completed and verified by the SafeActions Trainer.

Assessment information and requirements:
These questions relate to the essential requirements of manual tasks training as per the Code of Practice Manual Tasks 2022 WA.
All sections and questions must be completed.
You must get a minimum of 10 questions correct, but all questions and all sections must be attempted.
Please complete the review sheet below.

Accessing the links
If you copy and paste the links into the browser then you may get a message page not found.
A few suggestions:

1. Do this activity on a computer rather than a phone
2. Try entering the search terms provided

WHS Act

Watch these two videos:
https://www.youtube.com/watch?v=jCoecxpDego&t=118s (Intro to WHS Act)
https://www.youtube.com/watch?v=kjHgxk5lWuQ&list=PLF013651037F63FF7&index=2 (What is a PCBU)

1 . Write in full the name of the Act of Parliament that governs health and safety in your workplace

2 . Are all of these the responsibility of a person conducting a business or undertaking (PCBU)?	Yes or No
• Provide a safe workplace • Provide information, instruction, training and supervision • Provide equipment and PPE to protect against hazards • Act on incidents • Review and maintain control measures • Consult with workers and WHS Reps • Provide adequate and safe facilities, equipment and systems of work • Ensure substances are handled, stored, processed, disposed of safely • Monitor health conditions • Report notifiable incidents	

Video: https://www.youtube.com/watch?v=jCoecxpDego&t=118s (Intro to WHS Act)

3. Are all of these worker responsibilities?	Yes or No
• Take reasonable care for his or her own health and safety • Take care not to adversely affect the health and safety of others • Comply with WHS instructions, procedures prescribed by PCBU • Report hazards and other events	

©SafeActions 2025. No distribution, copying or use without the written permission of Director

Video: https://www.youtube.com/watch?v=jCoecxpDego&t=118s (Intro to WHS Act)

4. Which of the following does not require consultation between workers and a PCBU from a work health and safety perspective: 1. Ways to eliminate or minimise risks 2. The adequacy of facilities for workers' welfare at work 3. Procedures for resolving health and safety issues 4. The size lunchbox that a worker uses 5. Procedures for monitoring the health of workers or workplace conditions 6. How to provide health and safety information and training to workers	Write the answer here:

Video:
https://www.youtube.com/watch?v=n-hVqOOhSxg (WHS Risk Management – Overview Momentum Safety and Ergonomics

5. Which is the correct order for the risk management process 1. Review, control, assess, identify 2. Identify, assess, control, review 3. Control, identify, assess, review 4. Assess, identify, control, review	Write the answer here

Manual Tasks

Video (question 6 and 7): https://www.youtube.com/watch?v=TiW869_q6ms

6. List 5 actions included in the definition of a manual task	

Video: https://www.youtube.com/watch?v=TiW869_q6ms

7. Which of the following is NOT included as a risk factor for manual tasks: • Sustained or repetitive force • High or sudden force • Repetitive movement • PPE • Sustained or awkward posture • Exposure to vibration	Write answer here

Refer to this you tube video of good principles for loads handling
https://www.youtube.com/watch?v=AXzShfhB90I (principles of manual handling Sean Kelleher)

8. Are all these points raised in the youtube: • Stand as close to the load as possible • Bend at your knees not your waist • Look forward • Assess the task • Assess the load and the work area • Have a firm hold on the load • Turn with your feet to change direction • Keep the load close to your body, don't hold it away from you • Raise yourself up with the strong thigh muscles • Use leg power to push and slide the load	Yes or no

Refer to this web page:

©SafeActions 2025. No distribution, copying or use without the written permission of Director

9. In relation to serious injury rates in the healthcare and social assistance sector is a back injury or upper limb injury more likely?	Write your answer here

Healthcare and Social Assistance Sector Risk Management

Refer to this web page:
https://www.safeworkaustralia.gov.au/safety-topic/industry-and-business/health-care-and-social-assistance/managing-risks

10. Which of the following is not recommended as a strategy to manage risks from manual tasks: 1. Provide beds and chairs that can re-position the patient. For example, an electronic bed that can be raised into the sitting position 2. Force all the staff to do weightlifting training so they can move patients by themselves rather than with equipment 3. Provide equipment designed to lift and move patients safely 4. Ensure there are enough workers to be able to perform the manual handling task safely 5. Ensure workers are trained in how to safely transfer, support and move patients.	Write your answer here

Question 11
Look at the picture below.

What is one area of the body where the patient is likely to be injured with this task	
What is one action where the workers are applying repetitive or sustained force (review definition in Q6)	
What is one example of an awkward posture being used by the worker	
What is one environmental risk	
These workers are lifting the patient from one chair to another. They work on a ward where there are 10 patients who need help with this task, up to 6 times per day.	

Video. https://www.youtube.com/watch?v=l828obR4auA

©SafeActions 2025. No distribution, copying or use without the written permission of Director

or google whitsym transfers and positioning of disabled and elderly

12. Please identify all the hazards you see in the video

Reaching and bending to apply wheelchair brakes		Holding load away from you	
Bending over to lift		Pulling load towards you, with risk the client may fall on you	
Hooking under the arm		Wet area	
Lifting by pulling on clothes		Negotiating a narrow doorway	
Lifting a fragile/ awkward/ unpredictable load i.e. client		Physically carrying the client	
Carer is hit by the client		Inappropriate touch	
Twisting		Uneven floor surface i.e. step	
Sitting on a low couch		Door that does not stay open	

Question 13

Video https://www.youtube.com/watch?v=fa6qs0fB0GQ (Manual handling: Use of equipment to assist clients)

Which equipment controls can be seen in the video

Equipment	Yes/ No	Equipment	Yes / No
Hoist		Height adjustable bed	
Sling		Slide sheet	
Walking belt		Wheelchair	
Stand and turn disc		Stand aid	

©SafeActions 2025. No distribution, copying or use without the written permission of Director