

Date / Time

PCBU DETAILS

Entity Name ABN

Trading as

Business Type Industry Sector

Address

Suburb State Postcode

Phone Email

Association Member No. of Employees No. of Contractors

EVIDENCE SIGHTED

Physical Site Inspection Training records Risk Assessment

RTW SA Claims data Records of injuries, incident investigations

Other

NOTICES ISSUED

Prohibition Qty: _____ Improvement Qty: _____ Other: _____

WTR Proactive Campaign –
Hazardous Manual Tasks**Audit participants****PCBU Rep. Name****PCBU HSR Name****Inspector/s
Name****Reference:****What are MSDs?**

Musculoskeletal disorders (MSDs), as defined in the Work Health and Safety (WHS) Regulations, mean an injury to, or a disease of, the musculoskeletal system, whether occurring suddenly or over time, but does not include an injury caused by crushing, entrapment (such as fractures and dislocations) or cutting resulting from the mechanical operation of plant.

Work-related MSDs to refer to injuries or conditions of the musculoskeletal system that occur when work demands lead or contribute to discomfort, pain, or injury. These disorders can affect muscles, ligaments, bones, tendons, blood vessels, spinal discs and nerves.

MSDs may include conditions such as:

- sprains and strains of muscles, ligaments and tendons
- back injuries, including damage to the muscles, tendons, ligaments, spinal discs, nerves, joints and bones
- joint and bone injuries or degeneration, including injuries to the shoulder, elbow, wrist, hip, knee, ankle, hands and feet
- nerve compression or injury (e.g. carpal tunnel syndrome)
- muscular and vascular disorders as a result of hand-arm vibration
- soft tissue hernias
- chronic pain.

MSDs may affect work performance by:

- lowering a worker's ability to perform their job and to work safely
- reducing work productivity and quality as workers work around their pain and discomfort
- contributing to other illnesses and impacting a person's mental health.

WTR Proactive Campaign –
Hazardous Manual Tasks

Section 1 - PCBU

Step 1 – Has the PCBU identified Hazardous Manual Tasks (HMTs) in the workplace? [Act s19; Reg 34]

A. Review evidence of:

- Workers' consultation records (e.g., discomfort survey)
- Review of injury records, incident investigation reports
- Review of compensation claims
- WHS or hazard inspection reports
- Site observation identifying tasks involving:

- High or sudden force
- Repetitive or sustained force
- Repetitive movement
- Sustained and / or awkward postures.
- Whole body or hand arm vibration.

B. List HMTs identified by the PCBU (if any)

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WTR Proactive Campaign –
Hazardous Manual Tasks

Step 2 – Has the PCBU taken reasonably practicable steps to manage musculoskeletal risks (MSDs) related to the identified tasks? [Act s19; Reg 60, Reg 35-38]

Assess compliance with the following tasks (where applicable)

1. Loading & unloading trucks
2. Securing and restraining loads
3. Access and exiting the truck (cab, tray, trailer)
4. Prolonged driving / seating (seat design and maintenance)
5. Handling side-gates on trucks
6. Opening and closing side-curtains
7. Coupling & uncoupling trailers

Notes/comments

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Hazardous Manual Tasks

For each task, confirm whether the PCBU has:

- **conducted an MSD risk assessment for each specific task**
- **given regards to all risk factors and sources of the risk** [Reg 60]
 - postures, movements, forces, vibration
 - duration and frequency of the task
 - workplace environmental conditions
 - design of the work area and layout of the workplace
 - systems of work
 - nature, size, weight and number of things handled
- **implemented control measures in accordance with the Hierarchy of Controls** [Reg 36]
- **maintained, reviewed and, as necessary, revised control measures implemented** [37-38]
by:
 - Monitoring the effectiveness of control (inspection, consultation, injury data)
 - Conducting or updating risk assessments
 - Conducting regular maintenance of plant and equipment
 - Consulting with workers and HSRs regarding controls

Step 3. Has the PCBU provide workers suitable and adequate HMT information, training and instructions? [Reg 39]

- **Training, should be task specific, and covers:**
 - HMT risk management, including characteristics of HMTs (postures, forces, movement, vibration)
 - Specific manual task risks and the measures in place to control them
 - How to perform tasks safely, including the use of mechanical aids, tools, equipment and safe work practices
 - How to report a problem or maintenance issue.

WTR Proactive Campaign –
Hazardous Manual Tasks
Notes/comments

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WTR Proactive Campaign –
Hazardous Manual Tasks
Section 2 – Workers

- **Ask workers whether they understand: (explain as required)**
- what makes a task a hazardous manual task?
- the control measures in place to reduce MSD risk?
- correct use of mechanical aids, tools or equipment?
- how to report a problem with a manual task or maintenance issue related to equipment?

- **Ask workers whether they:**
 - perform any tasks that are difficult, awkward, or physically demanding? (e.g., tasks involving awkward postures, repetitive movements, high forces, or causing discomfort, fatigue, or pain)
 - experiencing discomfort, fatigue, or pain when performing these tasks?

- **If yes,**
 - have these issues been reported to a supervisor or manager?
 - what action was taken in response?

- **Confirm whether workers:**
 - have been consulted on HMTs
 - been given opportunities to express their views, raise any concerns, and contribute to decision making process on managing MSD risk?

Notes/comments

Notes/comments

1. Workplace Environment & Layout

- **Is the layout of the workplace maintained to allow workers to enter, exit, and move about without risks to health and safety?** (*Reg 40(a)*) o high or low workbenches, high, low conveyors, non-adjustable furniture or fittings, equipment not fit for purpose
- **Is adequate space provided in work areas so work can be carried out without risk to health and safety?** (*Reg 40(b)*) tight workspaces
- **Are floors and other surfaces installed and maintained to allow work to be carried out without risks to health and safety?** (*Reg 40(c)*) o Surface (slippery, uneven surfaces, sloping, unnecessary friction, loss of traction, debris or residue)
- **Does lighting allow for work to be carried out without risks to health and safety?** (*Reg 40(d)*) Lighting (low or high levels of light, glare, reflections)
- **Are workers able to carry out work in extreme heat or cold without risk to health and safety?** (*Reg 40(f)*)

Thermal environment (e.g. cold, hot, humid, windy, working outside)

2. Storage & Manual Handling Setup

- **If accessed manually, are heavy or frequently accessed items stored at a height that reduces the risk of injury?** (*Reg 60*) large, bulky or heavy load, loads that are difficult to grip, unstable or unwieldy loads, handling people or animals (unpredictable movement/behaviour)
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3. Mechanical Aids / Equipment

- **Are mechanical aids available to assist with transport of stock within the workplace?** (*Regs 38, 60*)
- **Are mechanical aids maintained in a serviceable condition and safe to use?** (*Reg 213*)
- **Are mechanical aids suitable for the tasks being performed and the work areas in which they are used?** (*Regs 37, 38*)
- **If mechanical aids are used, are workers provided with appropriate information, training, and instruction in their use?** (*Reg 39*)

4. Work Practices & Task Controls

- **Does the PCBU have a safe system of work for managing physical and mental demands?** (*WHS Act s19(3)(c), Reg 60*) time constraints to complete the task, fast pace of work across the day/shift, Inability for workers to influence workload or work methods, poor resourcing and guidance, limited/no consultation processes, unclarity of work roles, understaffing or poor shift arrangements
 - **Is job rotation used to reduce repetitive strain and manual handling exposure?**
 - **Does the PCBU conduct reviews of controls measures? Reg 60, Reg 35-36**
 - tasks without reviewing the risk controls.
 - following a notifiable incident relating to HMT or an injury occurred from the HMT
 - following a hazard report relating to HMT
 - result of consultation with duty holders (including workers) indicate that a review is necessary
 - HSR raising a concern about work involving HMT
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5. Training, Information & Induction

- **Does the PCBU provide a workplace induction for all employees?** (*Reg 39*)
- **Does the PCBU provide manual handling / hazardous manual task training to workers?** (*Regs 39, 60*)

Notes/comments

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Notes/comments