

PREVENTING MUSCULOSKELETAL DISORDERS

Facilitator Guide



Timings	Facilitator Notes	Resources
2 hours	Discuss the learning outcome and assessment criteria	Slide 1 Slide 2
	DISCUSS <i>Refer Student Notes – What is ergonomics?</i> <i>Refer Student Notes – Ergonomics in the workplace</i> Discuss ergonomics including the three main areas: • Physical ergonomics • Cognitive ergonomics • Organisational ergonomics OPTIONAL VIDEO Play video from WorkSafeQueensland Youtube: 9m57sec Managing hazardous manual tasks https://youtu.be/dLGoXRb51dE	Slide 3 Slide 4
	DISCUSS <i>Refer Student Notes – Economics of ergonomics</i> Discuss the economics of ergonomics Highlight that there is a 'WHSQ injury cost calculator' available on the Worksafe website that can assist.	Slide 5
	DISCUSS <i>Refer Student Notes – Musculoskeletal disorders</i> Discuss musculoskeletal disorders including: • How do musculoskeletal disorders occur • Disc injuries • Shoulder injuries • Carpal tunnel syndrome • Neurovascular disorders	Slide 6
	EXPLAIN <i>Refer Student Notes – Key pieces of legislation</i> Explain to participants that there are several pieces of legislation and additional documentation to assist them in the risk assessment, management and control process.	Slide 7

	DISCUSS <i>Refer Student Notes – Risk management for hazardous manual tasks</i> <i>Refer Student Notes – Risk Factors</i> <i>Refer Hazardous manual tasks COP 2011 – Appendix A</i> Discuss risk management for hazardous manual tasks and point participants towards Appendix A in the COP. Note: advise participants that for detailed risk management information can be found in the COP	Slide 8
	DISCUSS <i>Refer Hazardous manual tasks COP 2011 – s1.4 what is required to manage the risk of musculoskeletal disorders?</i> Discuss what is required to manage the risk	Slide 9
	DISCUSS <i>Refer Hazardous manual tasks COP 2011 – s2 identifying hazardous manual tasks</i> Discuss identifying hazardous manual tasks including: • How to identify hazardous manual tasks (s2.1) • Characteristics of hazardous manual tasks (s2.2) <i>Refer Hazardous manual tasks COP – Appendix B</i> Refer to appendix B COP for a sample hazardous manual task identification worksheet	Slide 10
	DISCUSS <i>Refer Hazardous manual tasks COP 2011 – s3 Assessing the risks</i> Discuss how to assess the risks including- - s3.4 COP – what are the sources of risk	Slide 11
	DISCUSS <i>Refer Hazardous manual tasks COP 2011 – s4 Controlling the risks</i>	Slide 12

	Discuss how to control the risks including the hierarchy of control	
	DISCUSS <i>Refer Student Notes – Determining controls</i> <i>Refer Hazardous manual tasks COP 2011 – s4.3</i> <i>changing the design or layout of work areas</i> <i>Refer Hazardous manual tasks COP 2011 – s4.4</i> <i>Changing the nature, size, weight or number of items handled</i> Discuss determining controls including: • workstation design • working heights • working position • work space • handling loads • tools and equipment • using mechanical aids • pushing and pulling loads	Slide 13 Slide 14
	DISCUSS <i>Refer Student Notes – Administrative controls</i> Discuss administrative controls including: • Why lifting technique training is not effective • Job rotation • Team handling • Work environment	Slide 15
	EXPLAIN <i>Refer Slips, trips and falls prevention guide (Attachment 1) – Introduction</i> Explain the introduction from the prevention guide and the assessment criteria, along with relevant legislation. Advise participants that this is a very helpful guide and can be referred to for additional information. (Guide: Slips, Trips and Falls Prevention guide)	Slide 16 Slide 17 Slide 18
	DISCUSS <i>Refer Student Notes – Mechanism of Injury</i>	Slide 19

	DISCUSS <i>Refer Student Notes – Slips, trips and falls at level (STFAL) – Risk management</i> Discuss the risk management process for STFAL including: • Identify hazards • Assess the risk Discuss the key design features that are causes of incidents in high risk areas: • Poorly designed steps and stairs • Poorly designed ramps • Poor flooring/ground surface selection Discuss the other considerations for a thorough risk assessment of STFAL: • How contaminants affect surfaces • Cleaning practices • Floor surfaces • Maintenance • Outside areas • Obstacles • Visibility/detectability of the hazard • The work activity • Organisational factors/system of work • Footwear • Housekeeping	Slide 20 Slide 21 Slide 22 Slide 23 Slide 24 Slide 25 Slide 26 Slide 27 Slide 28 Slide 29 Slide 30 Slide 31 Slide 32
	DISCUSS <i>Refer Student Notes – External factors (that impact on STFAL risks)</i>	Slide 33
	DISCUSS <i>Refer Student Notes – Fix the problem</i> <i>Refer Student Notes – Monitor and review</i>	Slide 34 Slide 35 Slide 36

Version	Date	Author
1	30/06/2018	WHSQ