



Government of **Western Australia**
Department of **Mines and Petroleum**
Resources Safety

Prevention of musculoskeletal disorders from performing manual tasks in mining workplaces

Workshop plan

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CONTENT	OUTCOMES	ACTIVITIES	DURATION	RESOURCES
INTRODUCTION <ol style="list-style-type: none"> 1. Aims and learning outcomes of workshop. 2. Definition of manual task, hazardous manual task and musculoskeletal disorders 3. How manual task injuries occur 4. Extent and cost of injuries 	<p>State workshop objectives</p> <p>Define manual tasks, hazardous manual tasks and musculoskeletal disorders</p> <p>Be aware of how injuries from performing manual tasks occur and have an understanding of the extent and cost of these injuries</p>	Lecture	20 minutes	Slides 1-10
LEGAL SETTING <ol style="list-style-type: none"> 1. Legal framework - relationship between Act, Regulations, codes of practice and guidance material 2. Duties of employers and employees 3. Legislation applied to manual tasks 	<p>Be aware of MSI Act and state its relationship to Regulations, codes of practice and guidance material</p> <p>Have an understanding of the legislation, duties of employees and employers, and application to manual tasks</p>	Lecture	10 minutes	Slides 11-14
ANATOMY AND BIOMECHANICS <ol style="list-style-type: none"> 1. Anatomy of the spine 2. Body positions and posture 3. Types of muscle work 4. Principles of biomechanics 	<p>State the basic principles of anatomy and biomechanics that are relevant to performing manual tasks</p>	Lecture Questions	20 minutes	Slides 15-25
BREAK FOR 10 MINUTES				
MANUAL TASK RISK MANAGEMENT PROCESS <ol style="list-style-type: none"> 1. Overview of the 4-step process 	<p>Describe four-step risk management process</p>	Lecture	5 minutes	Slide 26
HAZARD IDENTIFICATION <ol style="list-style-type: none"> 1. Overview purpose and process 2. Reporting 3. Examples of hazard identification and discomfort report forms 4. Features of hazardous manual tasks 	<p>Describe the process of hazard identification</p>	Lecture	10 minutes	Slides 27-32

CONTENT	OUTCOMES	ACTIVITIES	DURATION	RESOURCES
RISK ASSESSMENT 1. Overview purpose and process 2. Risk factors 3. Source of risk 4. Severity of risk 5. Example/s of risk assessment form/s	Describe the process of risk assessment	Lecture	20 minutes	Slides 33-45
RISK CONTROL 1. Overview purpose and process 2. Approach to controlling manual task risk 3. Risk control measures 4. Example of risk control form	Describe the process of risk control	Lecture	15 minutes	Slides 46-60
MONITOR AND REVIEW RISK CONTROLS 1. Overview purpose and process	Describe the process of monitoring and reviewing implemented control measures	Lecture Questions	10 minutes	Slide 61
BREAK FOR 15 MINUTES Slide 62				
WHO'S RESPONSIBLE? 1. Complete forms and discuss	Identify who is responsible for each step of the process	Lecture Individual activity Group feedback and discussion	15 minutes	Slide 63 <i>Who's responsible</i> form
PRACTICAL 1. Complete included case studies or case studies from the workplace	Identify hazardous manual tasks and assesses and control the hazards arising from the risks in a given scenario	Small group activity (with people from same occupational group where possible) Discussion	40 minutes	Slide 64 <i>Case study</i> forms

CONTENT	OUTCOMES	ACTIVITIES	DURATION	RESOURCES
CONCLUSION 1. Summary of main points 2. Question time		Lecture Questions	5 minutes	Slides 65-66

Acknowledgements

This training package is based on the WorkSafe Western Australia publication *Preventing manual handling injuries in the workplace training package*.

The WorkSafe training package can be downloaded from the WorkSafe section of the Department of Commerce website at www.commerce.wa.gov.au/worksafe