



FACT SHEET

SAFEWORK NSW

PERforM – APPENDIX 11 BUSINESS CASE

Organisation: <<Insert organisation name>>

Date: <<Insert date>>

PURPOSE

This business case identifies the legislative requirement outlined in the Workplace Health and Safety Regulation 2011; that << Insert organization name>> must manage the risks to health and safety relating to a musculoskeletal disorder associated with hazardous manual tasks.

It outlines proposed recommendations to establish an effective risk management approach using the Participative Ergonomics for Manual Tasks (PERforM) program.

The PERforM program is a simplified manual tasks risk management program which involves workplace-based teams devising manual tasks solutions for their high risk manual tasks. PERforM is not only an effective way to manage hazardous manual tasks risks but also will assist << Insert organization name>> to meet our duty to consult as per the Work Health and Safety Act 2011.

STATEMENT OF NEED

<< Insert any relevant facts and figures specifically about the risks of hazardous manual tasks to workers in your organization. This might include your workers compensation data; worker surveys (refer to discomfort survey in Appendix C in the Hazardous Manual tasks Code of Practice 2011), your risk register of identified hazardous manual tasks, observations and feedback from the workforce.

Refer to the NSW workers compensation annual Statistical Bulletin for statistics and industry reports that might help support you.

Provide an overview of the key costs to the organisation that may be impacted by not addressing the risks of musculoskeletal disorders resulting from hazardous manual tasks.>>

Draft text (may be deleted if not needed)

Hazardous manual tasks are a significant issue for NSW industry. Each year musculoskeletal disorders account for around 46,691 workers' compensation claims, with an average of 8.4 weeks lost and a combined cost of \$534,400,000.

Most of these serious injuries could have been prevented.

Hazardous manual tasks can contribute to a number of musculoskeletal injuries including:

- muscle strains and sprains
- ligament or tendon rupture
- prolapsed intervertebral discs
- tendonitis of the shoulders and elbows.

Musculoskeletal injuries can result in permanent injuries that can have a significant impact on a person's working ability and quality of life, as well as impacting on our organisations' productivity and economic performance of the company.

These individuals are more likely to take more sick leaves, have more injuries, stay off work longer and have higher workers' compensations costs.

RELATIONSHIP TO ORGANISATIONAL VISION AND STRATEGY

Provide an overview of how addressing health and safety for workers relates to the vision, mission, business plan, policies or other strategic documents of the organisation.

Outline any links with other initiatives or services, core and current activities.

EXPECTED BENEFITS

The expected benefits outlined in this section should reflect the program drivers identified above under 'statement of need'. It is important to be clear about the timeframes required to achieve the stated benefits.

Draft text (delete any points that are not relevant):

The benefits expected from the implementation of PErforM in our workplace and the associated timeframes to achieve those benefits are:

WITHIN A FEW MONTHS:

- improved awareness of the hazardous manual tasks risk factors amongst workers
- improved worker engagement
- identification of effective controls that will target the key injury risk factors and be designed for the work requirements to suit the workers
- greater sense of ownership and commitment to use the controls once they are implemented.

WITHIN ONE TO TWO YEARS:

- improved productivity
- indirect cost savings (job satisfaction, skills retention)
- ownership of controls
- improved safety culture .

WITHIN TWO TO THREE YEARS:

- reduced absenteeism
- reduced workplace injuries
- reduced workers' compensation costs.

The draft text below providing evidence from Australian and international research on the benefits of participative ergonomics initiatives may be used where relevant to support your case.

Draft text (may be deleted if not needed or relevant):

The PErforM program is based on a participative ergonomics approach which is an internationally recommended approach for reducing musculoskeletal disorders. The premise of PErforM is that the worker is the expert in performing their work tasks. PErforM provides a framework for assisting workers to identify and control manual tasks risks within their workplace. As part of this program, work teams are provided with training about manual tasks risks and participate in facilitated workshops/ tool box talks to generate control ideas.

The research shows that this approach decreases manual tasks risks and reduces musculoskeletal injuries, workers' compensation claims and days lost to absence due to sickness

PARTICIPATIVE ERGONOMICS:

- is an internationally recognised approach
- is evidence based
- reduces injuries and workers' compensation claims
- reduces absenteeism and improves productivity
- improves communication between workers and management
- results in better control of manual tasks risks.

PROPOSED RECOMMENDATIONS

It is recommended that <<executive management >> endorse the following key steps required to implement the PErforM program:

<<insert next steps>>

EXAMPLES MAY INCLUDE:

The Safety/operations team will:

- Identify PErforM champions to project manage the PErforM implementation
- Identify work teams or a committee (approximately 8-10 people ideally) to participate in the PErforM training/pilot
- Video examples of hazardous manual tasks to use in training
- Develop an action plan and communication plan for management endorsement
- Conduct PErforM training and conduct risk assessments including a protocol for conducting ongoing risk assessments and reviews.
- Present the propose solutions for management consideration and approval.

This information has been sourced from the Participative Ergonomics for Manual Tasks (PErforM) Handbook Worksafe QLD. For more information please visit www.safework.nsw.gov.au

Disclaimer

This publication may contain information about the regulation and enforcement of work health and safety in NSW. It may include some of your obligations under some of the legislation that SafeWork NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website www.legislation.nsw.gov.au

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