



FACT SHEET

SAFEWORK NSW

PERforM – APPENDIX 1

WORK TEAMS WORKSHOP

PREPARATION GUIDELINES

TASKS TO COMPLETE

4 WEEKS PRIOR

- Book:
 - Training room.
 - AV equipment (projector screen, laptop, data projector).
 - Whiteboard.
 - Catering.
- Ensure venue has sufficient room for group work, tables and chairs.
- Notify relevant work team about workshop details e.g. date and location of training.
- Obtain video of high risk manual tasks and insert relevant workplace video and photos in PERforM for work teams PowerPoint presentation.

2 WEEKS PRIOR

- Finalise timing for workshop (refer to Appendix 6).

1 WEEK PRIOR (OR PRE-WORKSHOP)

- Prepare name tags and list attendees who plan to attend the workshop.
- Prepare resource packs for attendees. Packs may contain the following items:

WORKSHOP MATERIALS

- Training session outline/program.
- PowerPoint handout notes for trainers as well as the work teams presentation.
- Participative Ergonomics for Manual Tasks handbook.
- 2 blank PERforM risk assessment tool worksheets 1 and 2 (Appendix 1).

OPTIONAL:

- Examples of industry relevant solutions if available.
- Post workshop evaluation form (Appendix 5).

PERforM FOR WORK TEAMS WORKSHOP PLAN

The following workshop plan provides guidance on the delivery of the work team’s workshop.

Allow 2 hours for delivery of the work teams workshop (includes 15 minute break).

Allow 1 hour for any of the facilitated risk assessments following the training. This may be conducted immediately following the work teams workshop, or scheduled for a later date.

Timing	Activity
1 hour prior	Set up laptop and data projector—it’s best to test the projector the day before as it is an essential part of the presentation. Set up name tags and sign in sheet for attendees. Set up refreshments, water and glasses for attendees.
10 minutes	Start time and opening - Welcome and introduce presenter/s and participants.
5 minutes	Introduction to PERforM <ul style="list-style-type: none"> • Aims of session. • Workshop outline. • Background information about PERforM. • How PERforM will be implemented in the organisation.
10 minutes	Manual tasks <ul style="list-style-type: none"> • Definition of manual tasks. • Group discussion to identify manual tasks they perform. • Manual tasks related injuries.
15 minutes	Risk factors <ul style="list-style-type: none"> • Explanation of risk factors.
5 minutes	Risk assessment <ul style="list-style-type: none"> • Identify hazardous manual tasks. • Assess the risk.
10 minutes	PERforM risk assessment tool <ul style="list-style-type: none"> • Explanation of the PERforM risk assessment tool and worksheets.
10 minutes	Session break
15 minutes	Practical <ul style="list-style-type: none"> • Risk assessment and case study.
10 minutes	Risk control <ul style="list-style-type: none"> • Explanation of hierarchy of control and control options.
25 minutes	Practical <ul style="list-style-type: none"> • Risk control suggestions and case study. • Monitor and review.
5 minutes	Evaluation and close <ul style="list-style-type: none"> • Ensure post-workshop evaluation forms are filled out and collected. • Explain what actions will be taken after the workshop to progress implementation of controls identified and future risk assessments. • Thank participants.

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

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SafeWork NSW, 92-100 Donnison Street,
Gosford, NSW 2250
Locked Bag 2906, Lisarow, NSW 2252
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