

Work Health and Safety Act 2011 (WHS Act)

Work Health and Safety Regulation (WHS Regulation

# Appendix 1: PErforM for 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.

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| 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 • Aims of session. • Workshop outline. • Background information about PErforM. • How PErforM will be implemented in the organisation.** |
| 10 minutes | **Manual tasks**• Definition of manual tasks.• Group discussion to identify manual tasks they perform.• Manual tasks related injuries. |
| 15 minutes | **Risk factors•** Explanation of risk factors |
| 5 minutes | Risk assessment• Identify hazardous manual tasks.• Assess the risk. |
| 10 minutes | **PErforM risk assessment tool**• Explanation of the PErforM risk assessment tool and worksheets. |
| 10 minutes | Session break |
| 15 minutes | **Practical**• Risk assessment and case study. |
| 10 minutes | Risk control• Explanation of hierarchy of control and control options. |
| 25 minutes | **Practical**• Risk control suggestions and case study.• Monitor and review. |
| 5 minutes | **Evaluation and close**• 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. |