

NZMAC score sheet

Company/site details

Name/purpose of activity:

Location of activity:

Team/individuals involved:

What items are handled:

When does the task take place (shift/time of day):

Are there indications that the task is high risk for WRMSDs?

- Task has a history of manual handling incidents (for example, accident register, week away from work reports) or lost time
- Task is known to be strenuous, can only be done by a few people, or workers complain about WRMSD risk
- Workers doing the work appear to be struggling or find it hard work (for example, red-faced, sweating) or ask for help
- Other indications. If so, what:

Are there other factors present that may contribute to the overall risk?

- High workloads
- Tight deadlines
- Lack of control over the work and working methods
- Lack of support from colleagues or managers
- Machine-paced work
- Other if so, what?

Notes

Assessment completed by

Name of assessor:

Signature:

Date: DD / MM / YEAR



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RISK FACTORS	SCORE (COLOUR BAND, AND NUMERICAL SCORE)			POSSIBLE CONTROL MEASURES TO REDUCE THE RISK OF PURPLE/RED/AMBER FACTORS
	Lift	Carry	Team	
Load weight/frequency				
Hand distance from the lower back				
Vertical lift zones		N/A		
Torso twisting and sideways bending or asymmetrical torso or load (carrying)				
Postural constraints				
Grip on the load				
Floor surface				
Carry distance	N/A			
Obstacles on route	N/A			
Communication, coordination, and control	N/A	N/A		
Environmental factors				
TOTAL SCORE				

Other factors present
(for example, psychosocial, organisational, or individual)

List the factors present:

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Is further investigation needed?

Use the checklist below to identify if you need to complete further assessment.

CONSIDER FURTHER ASSESSMENT IF ANY OF THE FOLLOWING APPLY	TICK IF ANY APPLY
<p>Individual factors</p> <p>The task is carried out by workers who may be at significant risk. For example, workers who:</p> <ul style="list-style-type: none">- are new mothers or pregnant- are young workers- are older workers- are new to the job or workforce- have a disability, significant health condition, injury, or are recovering from an injury.	<input type="checkbox"/>
<p>Biomechanical and physical factors</p> <p>The tasks involve:</p> <ul style="list-style-type: none">- lifting or lowering at more than 12 lifts per minute/1 lift every 5 seconds, or- carrying more than once every 12 seconds, or- carrying on the shoulder without lifting the load first, or- handling while seated, especially if the loads are handled are greater than the screening values <p>or</p> <p>The loads handled:</p> <ul style="list-style-type: none">- could suddenly move, or- are unstable or with contents likely to shift, or- are sharp, hot, or otherwise potentially damaging.	<input type="checkbox"/>
<p>Work organisation factors</p> <p>The jobs or tasks:</p> <ul style="list-style-type: none">- have large vertical movements, or are on different levels, or- require workers to keep up with a rate of work imposed by a process, or- have pay incentives that affect how workers complete the work (for example, piece work), or- require unusual strength, height, or other physical attributes, to perform, or- require special information or training for its safe performance, or- need workers to wear personal protective equipment (PPE) or clothing and the movement or posture is hindered.	<input type="checkbox"/>
<p>Environmental factors</p> <p>Environmental factors, clothing, PPE, and work activities may combine to place additional physiological demands on workers. For example, workers are sweating a lot which may lead to dehydration.</p>	<input type="checkbox"/>
<p>Psychosocial factors</p> <p>Workers consistently identify the same types of psychosocial factors. For example:</p> <ul style="list-style-type: none">- high job demands or workloads (mental or emotional)- lack of control over how they complete their work (freedom or autonomy)- lack of support (from managers or colleagues)- low job satisfaction (unsatisfied with their jobs or have poor work-life balance)- low role clarity (unclear of their responsibilities and expectations).	<input type="checkbox"/>

If you have ticked that any of the factors apply you may want to investigate these further. The [Contributing factors for musculoskeletal risks checklist](#) can be used. Other assessment tools that focus on different risk factors may provide you with more information and ideas for controls.