

NZRAPP score sheet

Company and task details

Company name:
Name/purpose of task:
Location of activity:
Team/individuals involved:
What items are pushed or pulled:
What is the total weight of items pushed or pulled (per load):
When does the task take place (shift/time of day):

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

- The task or similar tasks have a history of incidents of discomfort, pain, or injury. For example, reports in the accident register, lost time, or week away from work reports
- The task is known to be strenuous, high-risk, or can only be done by a few people
- Workers doing the work appear to be struggling or find it hard work (for example, breathing heavily, red-faced, sweating) or ask for help
- Workers complain about WRMSD risk or identify some aspects of the task are difficult
- 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	MOVING NON-POWERED LOADS ON WHEELS SECTION 2	MOVING LOADS WITHOUT WHEELS SECTION 3	POSSIBLE CONTROL MEASURES TO REDUCE THE RISK OF PURPLE/RED/AMBER FACTORS
	Size of equipment <input type="radio"/> Small <input type="radio"/> Medium <input type="radio"/> Large	Type of activity <input type="radio"/> Rolling <input type="radio"/> Dragging <input type="radio"/> Churning	
	Score (colour band and numerical score)	Score (colour band and numerical score)	
Load weight			
Posture			
Hand grip			
Work pattern			
Travel distance			
Condition of equipment		N/A	
Floor surface			
Obstacles on route			
Environmental and other 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>For example:</p> <ul style="list-style-type: none">- high forces are required to get the load moving or to keep it moving- there are sudden movements (for example, to get the load started, stopped or to manoeuvre)- the pushing or pulling tasks are repetitive or require workers to push or pull the loads with their hands below waist height or above shoulder height- the loads are pushed or pulled over long distances- the loads are pushed or pulled along unsuitable floor surfaces, or the wheels/castors are not suitable for the floor surface they are used on- equipment used is hard to steer, damaged, poorly maintained, or not on a maintenance schedule- the load is scored as 'medium/amber' or worse in NZRAPP and pushed or pulled up a slope of 3° or more- the load is pushed, pulled, or levered, where there is a risk of falling from height. For example, a pallet truck is used to remove items from off the back of a truck onto an automated tail lift during home deliveries.	<input type="checkbox"/>
<p>Work organisation factors</p> <p>For example, the jobs or tasks:</p> <ul style="list-style-type: none">- require workers to keep up with a rate of work imposed by a process- are monotonous, workers repeat the same work tasks over-and-over- have pay incentives that affect how workers complete the work (such as, piece work)- have shiftwork or workers regularly work additional overtime shifts/hours- require special information, training or require high levels of attention or concentration for its safe performance- need workers to wear personal protective equipment (PPE) or clothing and the movement, posture, or grip 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:</p> <ul style="list-style-type: none">- workers are sweating a lot which may lead to dehydration- the work is carried out in cold environments or draughts, particularly if cold air is blowing over the hands- cold tools, work items, or objects are held or used.	<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.