

# Back Pack Series

# Trainer's Guide



Level 3  
75 King St | tel. 61 2 9279 4499  
Sydney NSW 2000 | fax. 61 2 9279 4488  
Australia | Email. [info@futuremedia.com.au](mailto:info@futuremedia.com.au)  
A.B.N. 91 002 025 050 | Web. [www.futuremedia.com.au](http://www.futuremedia.com.au)

# BACK PACK SERIES

## TRAINER'S GUIDE

### TABLE OF CONTENTS

1 INTRODUCTION .....	2
2 ABOUT THE BACK PACK .....	<b>Error! Bookmark not defined.</b>
2.1 PROGRAM ONE - "BACKS AT WORK" .....	<b>Error! Bookmark not defined.</b>
2.2 PROGRAM TWO - "THE BACK LINE" .....	<b>Error! Bookmark not defined.</b>
3 WHAT IS INCLUDED IN THE BACK PACK.....	<b>Error! Bookmark not defined.</b>
4 WHO SHOULD SEE THE BACK PACK SERIES? ...	<b>Error! Bookmark not defined.</b>
5 LESSON PLAN FOR A TRAINING SESSION USING BACKS AT WORK VIDEO	
.....	<b>Error! Bookmark not defined.</b>
5.1 PERFORMANCE OBJECTIVES.....	4
5.2 INTRODUCTION .....	5
5.3 MANUAL HANDLING .....	5
5.4 THREE STEP APPROACH TO MANUAL HANDLING INJURY PREVENTION	5
5.5 RISK IDENTIFICATION.....	6
5.6 RISK ASSESSMENT .....	8
5.7 RISK CONTROL.....	9
5.8 OPTIONAL RISK IDENTIFICATION EXERCISE	<b>Error! Bookmark not defined.</b>
5.9 BACKS AT WORK QUIZ .....	<b>Error! Bookmark not defined.</b>
5.10 CONCLUDE THE SESSION .....	10
6 LESSON PLAN FOR A TRAINING SESSION USING THE BACK LINE VIDEO	<b>Error!</b>
<b>Bookmark not defined.</b>	
6.1 PERFORMANCE OBJECTIVES & INTRODUCTION.....	11
6.2. MANUAL HANDLING .....	12
6.3 IDENTIFYING THE RISK FACTORS .....	12
6.4 CONTROLLING THE RISKS.....	13
6.5 BACK LINE QUIZ .....	<b>Error! Bookmark not defined.</b>

# BACK PACK SERIES

## TRAINER'S GUIDE

6.6	CONCLUDE THE SESSION (As for program one).....	15
-----	------------------------------------------------	----

### INTRODUCTION

Few people go through life without experiencing pain in their back and strains in other parts of the body from moving and lifting things.

Manual handling accidents at work are a major source of loss. Back problems account for approximately 1 in 5 of the injuries resulting from accidents at work. About 75 percent of these back problems are linked to tasks that involve manual handling.

The losses from manual handling accidents include not only pain and suffering but also the loss of productivity and profitability. The old adage "prevention is better than cure" certainly applies to manual handling accidents.

The task of preventing manual handling accidents requires analysis of the sources of risks to health and safety associated with manual handling and control of these risk factors. In so doing the incidence and severity of these accidents will be reduced.

### ABOUT THE BACK PACK

THE BACK PACK is an audio-visual training program in two parts – “Backs at Work” and “The Back Line”. It is designed to assist organisations in tackling the problem of preventing manual handling accidents occurring in the workplace. The approach is straightforward and involves the following process:

- **IDENTIFYING THE RISKS** to health and safety associated with manual handling tasks
- **ASSESSING** the relative importance of the various RISK FACTORS and
- **ELIMINATING OR CONTROLLING THE RISKS** by redesigning the work and/or workplace, providing mechanical handling devices and providing training in appropriate methods of manual handling.

# **BACK PACK SERIES**

## **TRAINER'S GUIDE**

### **PROGRAM 1: BACKS AT WORK**

"Backs at Work" tells the story of Nick Constantinou - a man with a back problem, who finds out that he has more backs off work, than backs at work!.

Faced with the dilemma of trying to maintain sales and customer service with a reduced workforce, we see Nick coming to the realisation that he must do something to reduce the incidence of back problems affecting his business. But what to do?

As the story unfolds Nick and his team realise that is not just backs that are a problem but manual handling. We see how the members of the team go about the process of identifying the risk factors associated with the manual handling tasks in their workplace. They assess which risk factors are most important and work out controls to eliminate or reduce the risks to backs and other parts of the body used in manual handling.

In the final scenes we see some examples of what Nick and his team did to control the risks. They redesigned the way risky manual handling tasks were done, provided mechanical handling equipment and made other changes in the workplace where it was needed. The long term benefits for Nick, his people and his business were "backs at work".

### **PROGRAM 2: THE BACK LINE**

The "Back Line" shows in more graphic detail exactly what Nick and his team did to control some of the manual handling risk factors.

We see examples of how the workplace and tasks were redesigned making the jobs easier, safer and often quicker to do. The use of a variety of mechanical handling aids is demonstrated.

We also see the changes in the behaviour of Nick, Hilary and others as they became more aware of the hazards and risks and learned what they needed to do to reduce the risks of injuries from manual handling.

## **WHAT'S INCLUDED IN THE BACK PACK SERIES**

The "Backs at Work" and "The Back Line" videos

A Training Session Guide including materials for use with each program and guides for participants.

# **BACK PACK SERIES**

## **TRAINER'S GUIDE**

A "master copy" of a Risk Identification Checklist based on the Worksafe model has been provided; as has a Risk Management Worksheet. The required number of copies can be photocopied for participants use in practical exercises.

### **WHO SHOULD SEE THE BACK PACK SERIES**

PROGRAM ONE - "BACKS AT WORK" can be used to introduce the principles of manual handling accident prevention to the following groups:

1. All levels of management
2. Supervisors
3. Health & Safety Committee members
4. Health & Safety representatives

PROGRAM TWO - "THE BACK LINE" can be used in conjunction with "Backs at Work" for audiences as above.

"The Back Line" has been designed to show simple methods that can be used to control manual handling risk factors and is suitable for personnel at all levels in an organisation.

### **LESSON PLAN FOR A TRAINING SESSION USING BACKS AT WORK VIDEO**

#### **PERFORMANCE OBJECTIVES**

At the end of the training session participants will be able to:

- Define the term manual handling and relate it to their workplace.
- List at least four examples of risk factors that might be identified during the risk identification phase of a manual handling program.
- Give examples of risk factors of varying importance.
- List the three main methods used to control manual handling risks and give an example of each method.
- Complete a risk identification exercise using a general Risk Identification Checklist to review a sample task and identify the manual handling risk factors.

# BACK PACK SERIES

## TRAINER'S GUIDE

### INTRODUCTION

- Introduce yourself to the participants
- Introduce the Back Pack Series with a brief explanation about the videos."
- Review the session objectives
- Explain the format for the training session
- Handout the "Backs at Work" Participants Guides and explain that they can be used as workbooks to write notes and fill in the answers.

### MANUAL HANDLING

**ASK** the participants to define manual handling.

**EXPLAIN** the Worksafe Australia definition of "MANUAL HANDLING" - (Overhead Transparency 1)

"Any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move or restrain an object".

It should be noted that although the back is the part of the body most frequently injured during manual handling activities, other body parts including the shoulders, arms, hands, hips and knees can also be exposed to risk of injury.

### THREE STEP APPROACH TO MANUAL HANDLING INJURY PREVENTION

There is no doubt that the best way to control risk is by avoiding it in the first place with good design. However, there are many manual handling tasks already in the workplace that pose risks to health and safety. These risks must be identified and controlled if back and other manual handling problems are to be prevented.

**EXPLAIN the THREE STEP APPROACH** to safe manual handling set out in the National Code of Practice for Manual Handling. (Overhead Transparency 2)

- (1) IDENTIFYING THE RISKS of manual handling tasks
- (2) ASSESSING the relative importance of various RISK FACTORS and
- (3) CONTROLLING THE RISKS through redesign, the use of mechanical handling devices and training.

# BACK PACK SERIES

## TRAINER'S GUIDE

**BACKGROUND** information for discussions about prevention strategies.

In the past, the approach to reducing manual handling problems focused on the people who were required to lift heavy things. Only the fit and strong were hired to do the heavy work and these people were taught to lift correctly. This approach to prevention has failed as in many cases the handling tasks exceeded human capacity and there were other risk factors that remained unidentified and uncontrolled. A more comprehensive approach to prevention of manual handling injuries, including back problems was needed.

### RISK IDENTIFICATION

**ASK** participants to define risk

**EXPLAIN** the terms "RISK" and "RISK IDENTIFICATION"

RISK - the chance of incurring misfortune or loss (loss includes injury, damage etc); to expose to danger of loss.

RISK IDENTIFICATION - the process of seeking out tasks which could pose a risk of injury

The process of Risk Identification includes the following activities:

- **Analysing Workplace Injury Records** - looking at the past injury statistics to see where and how the accidents happened, what injuries resulted and how serious they were.
- **Direct Observation** - inspecting the workplace using a risk identification checklist and making sure all the possible risk factors in each task are considered.
- **Consulting with Employees** - talking to the people doing the tasks to get their comments on the stresses and strains they feel, near accidents, workload peaks and any other difficulties they have. They will have good ideas on how the risks can be eliminated or controlled.

### START SHOWING THE VIDEO BACKS AT WORK

TELL participants that they will be required to discuss the video and answer some questions.

NOTE that the video can be broken into three short segments or shown straight through.

# BACK PACK SERIES

## TRAINER'S GUIDE

Risk Identification is the first segment and the optional pause point is at the end of the meeting room scene where the group is discussing the findings of their risk identification surveys.

**DISCUSS** the process of risk identification with participants.

You ask them the following questions, which are in their Participants Guide: -

- Q1. What do Nick and Hilary check first to get an idea of where problems exist and how bad they are?
- A. They look at the absentee records and find out that 1 in 5 injuries are back injuries, they occur in all areas and some people have taken weeks to recover.
- Q2. What is first thing that the members of the Health & Safety Committee are asked to do?
- A. They are asked to check their particular areas to identify all the manual handling risks factors
- Q3. Why doesn't Rose rely on her observations only when she is checking the various operations in the factory to identify risks?
- A. Rose realises that the people who actually do the jobs know more about the stresses and strains and the accidents they nearly have. They are her best consultants, and she must get their comments.
- Q4. What sort of risk factors did Hilary, Rose and Tony identify during the survey of their work areas?
- A. They found risk factors such as poor workplace layout, wrong working height, repetitive movements, bending, twisting, lifting, pulling, poor posture etc. They noted that some factors combined together to produce the risk.

# BACK PACK SERIES

## TRAINER'S GUIDE

### RISK ASSESSMENT

**EXPLAIN** the term "RISK ASSESSMENT"

RISK ASSESSMENT - is the detailed investigation of tasks to determine which specific risk factors are most likely to cause injury and to determine their relative importance.

The following factors alone or in combination may pose risks of back or other injury:  
(Overhead Transparency 3)

- physical movements and actions involved
- working posture and position
- workplace and workstation layout
- nature of the load
- location of loads and distances moved
- duration and frequency of manual handling activity
- weights and forces
- work organisation and work environment
- skill, experience and age.

### CONTINUE TO SHOW THE VIDEO BACKS AT WORK

Show the Risk Assessment section of the video. Pause the video at the meeting scene where the group is finalising their risk assessment.

**DISCUSS** the process of risk assessment shown in the video with participants.

You ask them the following questions, which are in their Participants Guide: -

- Q5. Once all the risks have been identified why do they need to be assessed?
- A. The risk factors need to be assessed to determine which are the most serious and require first priority for control.
- Q6. What risks can be identified as Steve passes boxes from his trolley across to Owen to load into the truck?
- A. Repetitive reaching, twisting and bending.

# BACK PACK SERIES

## TRAINER'S GUIDE

**BACKGROUND** information for discussions about risk assessment.

Risk assessment helps to ensure that:

- all factors of the task are considered
- the factors that need attention are placed in order of priority, and
- all possible options to eliminate or control injuries are identified.

An example of risk assessment - one task may require the person to bend over, while another requires bending and twisting in the same movement. The risk is greater in the second case.

### RISK CONTROL

**EXPLAIN** the term "RISK CONTROL"

RISK CONTROL - is the elimination or reduction of all risk factors.

Risk control options in priority order are as follows:

- redesigning the task and/or workplace to eliminate or reduce the risk
- providing mechanical aids to reduce the risk
- providing specific education and training about the hazards and/or techniques to reduce the risk

CONTINUE TO SHOW THE VIDEO BACKS AT WORK

**DISCUSS** the process of risk control

You ask them the following questions, which are in their Participants Guide: -

- Q7. What sort of risk control measures were introduced to make Steve's job in the warehouse less hazardous?
- A. The doorway has been widened and fitted with see-through swinging doors. The metal strip on the floor across the doorway has been removed and the floor surface improved.
- Q8. How does Nick know if the efforts of the Health and Safety committee have paid off?

# BACK PACK SERIES

## TRAINER'S GUIDE

- A. Hilary tells him that absenteeism due to back pain is way down and in the warehouse there has not been a day lost in months!

### OPTIONAL RISK IDENTIFICATION EXERCISE

**PREPARE A PRACTICAL RISK IDENTIFICATION EXERCISE** by selecting a segment from the Backs at Work video showing a task that participants can be asked to review.

**CONDUCT THE PRACTICAL EXERCISE.** Ask participants to work in pairs and use the Risk Identification Checklist to review the selected task. Get participants to share their findings with the group.

### BACK AT WORK QUIZ

**COMPLETE THE "BACKS AT WORK" QUIZ.** Ask participants to complete the quiz on page ( ) of the work book

**CHECK THE ANSWERS** with the group.

Answers to the quiz in the Backs at Work Participants Guide:

1. False – a Myth, some of most debilitating injuries are office based = RSI
2. (b) 1 in 5
3. True
4. (c) identify risks
5. (e) all of these
6. True
7. (b), (c) & (a)
8. workplace redesign

### CONCLUDE THE SESSION

#### APPEAL FOR ACTION

Ask participants to return to their work areas and start to identify potential back injury hazards and risks. If practicable, practice what they have learned to assess and control the identified risks. If the hazards are beyond their control, they should report them to their immediate supervisor or manager for further assessment and control.

# **BACK PACK SERIES TRAINER'S GUIDE**

## **LESSON PLAN FOR A TRAINING SESSION USING THE BACK LINE VIDEO**

### **PERFORMANCE OBJECTIVES & INTRODUCTION**

At the end of the training session participants will be able to:

- List at least four examples of factors in manual handling tasks that may pose a risk to health and safety.
- List three things that they can do on the job to reduce the risks of injury associated with manual handling.
- Identify at least two types of mechanical handling aids that could be used to reduce risks associated with lifting a box weighing 50 kg.

### **INTRODUCTION** (As for Program One)

- Introduce yourself to the participants
- If necessary - introduce the Back Pack Series with a brief explanation about the videos.
- Review the session objectives
- Explain the format for the training session
- Handout "The Back Line" Participants Guides and explain that they can be used as workbooks to write notes and fill in the answers.

**NOTE:** If this video is used in conjunction with Backs at Work, then it is possible to quickly review Section 6.2 on Manual Handling and Section 6.3 on Identifying the Risk Factors before addressing Section 6.4 on Controlling the Risks.

# BACK PACK SERIES

## TRAINER'S GUIDE

### MANUAL HANDLING

**ASK** if anyone can explain manual handling.

**EXPLAIN** the Worksafe Australia definition of "MANUAL HANDLING" - (Overhead Transparency 1)

"Any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move or restrain an object".

Point out that although the back is the part of the body most frequently injured during manual handling activities, other body parts including the shoulders, arms, hands, hips and knees can also be exposed to risk of injury.

### IDENTIFYING THE RISK FACTORS

**EXPLAIN** the concept of RISK IDENTIFICATION

Highlight the FACTORS associated with manual handling that are likely to pose a RISK to health and safety.  
(Overhead Transparency 3)

**BACKGROUND** information for discussions about RISK FACTORS

The following factors alone or in combination may pose risks of back or other injury:  
(Overhead Transparency 3)

- physical movements and actions involved
- working posture and position
- workplace and workstation layout
- nature of the load
- location of loads and distances moved
- duration and frequency of manual handling activity
- weights and forces
- work organisation and work environment
- skill, experience and age.

# **BACK PACK SERIES**

## **TRAINER'S GUIDE**

### **CONTROLLING THE RISKS**

**EXPLAIN** the term "RISK CONTROL"

RISK CONTROL - is the elimination or reduction of all risk factors.

Risk control options in priority order are as follows:

- redesigning the task and/or workplace to eliminate or reduce the risk
- providing mechanical aids to reduce the risk
- providing specific education and training about the hazards and/or techniques to reduce the risk

SHOW THE VIDEO "THE BACK LINE"

# BACK PACK SERIES

## TRAINER'S GUIDE

**DISCUSS** the RISK CONTROL MEASURES shown in the video with participants.

You ask them the following questions, which are in their Participants Guide: -

- Q1. What are the things Nick had to think about when he lifted the box of files out of the car boot?
- A. Moving the box close to him before lifting it from the boot of the car. Keeping his "back line" by extending his leg behind him as he bent over to lift the box.
- Q2. What two parts of the chair need to be adjusted so that Eric can sit correctly supported?
- A. Seat height and back support.
- Q3. In the warehouse Iris was using a a height adjustable trolley to unload boxes onto the various shelves. At roughly what height did she set it ensure she could move the boxes more easily from the trolley to the shelves and vice versa?
- A. She adjusted it so that it was level with the shelf making it easy for her to slide the boxes in or out.
- Q4. What risk factors were controlled by the changes made to Liam and Sue's work area?
- A. The risks of repetitive twisting to reach the bins was controlled by better placement of the bins in front of the operator rather than behind. The new bins adjusted in height as the articles were loaded into the bin.
- Q5. What important instructions did Carlo give Eric when getting his help to lift the long box left at the reception desk?
- A. He counted one, two, three so they both lifted the box together thus keeping the weight evenly distributed.

# **BACK PACK SERIES**

## **TRAINER'S GUIDE**

### **BACK LINE QUIZ**

COMPLETE THE "BACK LINE" QUIZ. Ask participants to complete the quiz in their work book

CHECK THE ANSWERS with the group.

Answers to the quiz:

1. (a) and (c), but (b) also if incorrectly adjusted
2. True – good muscle tone “supports” the spinal column
3. (e) all of these
4. (c) copying paper
5. (c) sit and stand – gives greater movement/flexibility
6. (e) all of these – to maximise on adjustments for users
7. True – also greater control and able to see where you are going
8. (e) all of these

CONCLUDE THE SESSION (As for program one)

#### **APPEAL FOR ACTION**

Ask participants to return to their work areas and start to identify potential back injury hazards and risks. If practicable, practice what they have learned to assess and control the identified risks. If the hazards are beyond their control, they should report them to their immediate supervisor or manager for further assessment and control.

# **BACK PACK SERIES TRAINER'S GUIDE**

## **OVERHEAD 1**

### **DEFINITION OF MANUAL HANDLING:**

**"Any activity requiring the use of force exerted by a person to lift, push, pulls, carry or otherwise move or restrain an object".**

# **BACK PACK SERIES**

## **TRAINER'S GUIDE**

### **OVERHEAD 2**

#### **THREE STEPS FOR SAFER MANUAL HANDLING**

- (1) IDENTIFYING THE RISKS of manual handling tasks
  
- (2) ASSESSING the relative importance of various RISK FACTORS and
  
- (3) CONTROLLING THE RISKS through redesign, the use of mechanical handling devices and training.

# BACK PACK SERIES

## TRAINER'S GUIDE

### OVERHEAD 3

#### RISK FACTORS:

- \* physical movements and actions involved
- \* working posture and position
- \* workplace and workstation layout
- \* nature of the load
- \* location of loads and distances moved
- \* duration and frequency of manual handling activity
- \* weights and forces
- \* work organisation and work environment
- \* skill, experience and age

# BACK PACK SERIES

## TRAINER'S GUIDE

<i>Company Logo</i>	Risk Management Worksheet
<b>RISK (or ISSUE) IDENTIFIED</b> ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... .....	
<b>RISK ASSESSMENT</b> ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... .....	
<b>RISK CONTROLS</b> ..... ..... ..... .....	

# BACK PACK SERIES

## TRAINER'S GUIDE

.....  
.....  
.....  
.....  
.....  
.....

### IMPLEMENTATION SCHEDULE

**What:**

.....  
.....

**By Whom:**

.....  
.....

**When:**

.....  
.....

**Review Date:**

.....  
.....

### EFFECTIVENESS REVIEW

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....