

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
Individual factors The task is carried out by workers who may be at significant risk: <ul style="list-style-type: none">- for example, workers who are new mothers, or pregnant, young workers, older workers, new to the job or workforce, or those that have a disability, significant health condition, injury, or are recovering from an injury.	<input type="checkbox"/>
Biomechanical and physical factors The tasks involve: <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 or The loads handled: <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"/>
Work organisation factors The jobs or tasks: <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"/>
Environmental factors 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.	<input type="checkbox"/>
Psychosocial factors Workers consistently identify the same types of psychosocial factors. For example: <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.