

APPENDIX 9: An example of an internal audit form for musculoskeletal disorder (MSD) prevention and management in the workplace

Internal Audit Form

Name of Organisation:

Area being audited (if applicable):

Name(s) of Auditor:

Date:

Element 1: Policy on prevention and management of musculoskeletal disorders (MSDs) in the workplace	YES	NO	COMMENT
Manual Handling			
Do you have a policy on manual handling?			
IF ANSWER IS YES			
Does it explain the main manual handling operations that take place in the workplace?			
Does it refer to the manual handling of loads regulation and summarise the key requirements?			
Does it outline how the organisation will meet the requirements set out in the regulation?			
Does it explain that staff will be consulted during the risk assessment process?			
Does it refer to the need for manual handling training programs to be specific to the work tasks completed, and take account of the risk assessment outcomes and/or Safe System of Work Plans (SSWPs)? Note: This training should be provided by a competent instructor.			
Does it refer to the arrangements required for supervision of handling practices?			

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Element 1: Policy on prevention and management of musculoskeletal disorders (MSDs) in the workplace	YES	NO	COMMENT
Does it identify useful resources that may be required to manage the risk(s) of manual handling?			
Does it refer to the monitoring and review processes in place to flag the need for new risk assessments?			
Display Screen Equipment (DSE)			
Do you have a policy on DSE?			
IF ANSWER IS YES			
Does it explain the main DSE operations that take place in the workplace?			
Does it refer to the DSE regulation?			
Does it outline how the organisation will meet the requirements set out the regulation?			
Does it outline that consultation with staff will take place, and that risk assessments will be recorded and signed off by employees and assessor?			
Does it state that the assessor who conducts the DSE risk assessments of employees' workstations must understand the requirements set out in the DSE regulation?			
Does it identify useful resources that may be required to manage the risk(s) of DSE?			

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Element 1: Policy on prevention and management of musculoskeletal disorders (MSDs) in the workplace	YES	NO	COMMENT
Does it refer to the monitoring and review processes in place?			
Work activities which may increase the risk of upper limb disorders (ULDs)			
Do you have a policy to address work activities which may increase the risk of ULDs?			
IF ANSWER IS YES			
Does it explain the main activities that take place in the workplace, and the fact that some of these activities may increase the risk of ULDs?			
Does it refer to the legislative framework around the management of work activities which may increase the risk of ULDs?			
Does it outline how the organisation will meet the requirements set out in legislation?			
Does it refer to the need for a training programme to be specific to the actual work tasks completed, and to take account of the risk assessment outcomes and/or SSWPs?			
Does it refer to the arrangements required for supervision of staff in order to facilitate the transfer of instruction into the workplace and ensure compliance?			

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Element 1: Policy on prevention and management of musculoskeletal disorders (MSDs) in the workplace	YES	NO	COMMENT
Does it identify useful resources which may be required to manage the risk(s) of ULDs?			
Does it refer to the monitoring and review processes in place?			
Management of musculoskeletal disorders (MSDs)			
Do you have a policy to address the management of musculoskeletal disorders (MSDs)?			
IF ANSWER IS YES			
Does it refer to the need for prompt reporting of an accident?			
Does it refer to the need for prompt investigation of an accident?			
Does it refer to the need for appropriate documentation of all accident investigations?			
Does it refer to the need for retention of staff at work?			
Does it refer to the need for communication between the employee and employer?			
Does it refer to the need for planning and undertaking workplace adjustments?			
Does it refer to the need to prepare retention at work or early return to work plan?			

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Element 2: Risk Assessments and Safe Systems of Work Plans (SSWPs)	YES	NO	COMMENT
Manual Handling			
Is there a system in place to identify and prioritise the key manual handling tasks that need to be assessed?			
Is there evidence that a manual handling risk assessment process is being used to assess tasks?			
Is there evidence that staff members are consulted as part of the risk assessment process?			
Is there evidence that technical information on tasks is being collected?			
Is there evidence that risk factors for a particular task are identified with supporting evidence?			
Is there evidence that control measures for a particular task are identified?			
Is there evidence that the control measures are formalised appropriately through the use of SSWPs or other means?			
Do the SSWPs give clear instruction on how tasks should be performed to avoid or reduce the risk of injury?			
Is there evidence of a review process in place to update and revise risk assessments as necessary?			
Display Screen Equipment (DSE)			
Is there evidence that assessors have been trained to be able to carry out workstation assessments?			

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Element 2: Risk Assessments and Safe Systems of Work Plans (SSWPs)	YES	NO	COMMENT
Is there evidence that there is a risk assessment process in place to assess DSE workstations?			
Is there evidence that assessors are assessing individual DSE workstations?			
Is there evidence that staff members are consulted as part of the risk assessment process?			
Is there evidence that the risk assessments are being completed correctly (i.e. detailed observation of employee at the computer workstation and documentation of issues that may need to be addressed)?			
Is there evidence that control measures are identified, recorded and implemented?			
Work activities which may increase the risk of upper limb disorders (ULDs)			
Is there a system in place to identify and prioritise the key activities which may increase the risk of ULDs?			
Is there evidence that there is a ULD risk assessment process being used to assess tasks?			
Is there evidence that staff members are consulted as part of the risk assessment process?			
Is there evidence that technical information on tasks is being collected?			

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Element 2: Risk Assessments and Safe Systems of Work Plans (SSWPs)	YES	NO	COMMENT
Is there evidence that risk factors for a particular task are identified with supporting evidence?			
Is there evidence that control measures are formalised appropriately through the use of SSWPs or other means?			
Do the SSWPs give clear instruction on how tasks should be performed to avoid or reduce the risk of injury?			
Is there evidence of a review process in place to update and revise risk assessments as necessary?			

Element 3: Training	YES	NO	COMMENT
Manual Handling			
Is there evidence that training is being provided for staff by an Instructor with a FETAC Level 6 Award? (Republic of Ireland)			
Is there evidence that training is provided by a competent instructor? (Northern Ireland)			
Is there evidence that training relates to site specific work activities?			
Is there evidence that training includes the communication of the results of risk assessments and instruction in the resulting control measures and/or SSWPs that are to be followed?			

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Element 3: Training	YES	NO	COMMENT
Is there evidence that training includes instruction in the safe use of equipment?			
Is there evidence that skills taught in training are supported and supervised in the workplace?			
Is there a system in place to ensure that training is kept up to date and reviewed?			
Display Screen Equipment (DSE)			
Is there evidence that training is provided to staff on the requirements under the DSE regulation?			
IF ANSWER IS YES			
Is there an explanation given on the key components that make up a DSE computer workstation? And is there evidence that the training gives instruction on using a workstation appropriately?			
Is there evidence that training gives instruction on the risk assessment process?			
Is there evidence that the training gives instruction on upper limb disorders and other associated MSD risk factors?			
Is there evidence that training gives instruction on planning work activity to allow for periodic interruptions by breaks or changes in work activity?			
Is there evidence that training gives advice on the availability of eye/eyesight tests?			

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Element 3: Training	YES	NO	COMMENT
Is there a system in place to ensure that training is kept up to date and reviewed?			
Work activities which may increase the risk of upper limb disorders (ULDs)			
Is there evidence that training is provided to staff on the legislative requirements of work activities which may increase the risk of ULDs?			
IF ANSWER IS YES			
Is there evidence that the training provided to staff is relevant to the site-specific ULD hazards in the work environment?			
Is there evidence that training includes instruction in the safe use of equipment?			
Is there evidence that training is provided to staff on ULD risk factors and the potential symptoms?			
Is there evidence that training provided to staff explains the system for early reporting of symptoms?			
Is there evidence that training provided to staff gives clear instruction on the control measures and/or SSWPs that are to be followed?			
Is there evidence that training is supported and supervised in the workplace?			
Is there a system in place to ensure that training is kept up to date and reviewed?			

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Element 4: Accident and near miss reporting and investigation	YES	NO	COMMENT
Is there a system in place to ensure that accidents/near misses are reported in a timely manner?			
Is there a system in place to ensure that accidents/near misses are investigated by a person with the necessary skills and experience?			
Is there a system in place to ensure that appropriate information is collected during the accident/near miss investigation?			
Is there a system in place to ensure that the contributing factors and systems failures are identified as part of an investigation?			
Is there a system in place to ensure that the contributing factors and corrective actions are identified in the investigation report?			
Is there evidence that accident/near miss reports are documented?			
Is there evidence that accident/near miss investigations are documented and reviewed as necessary?			

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Element 5: Injury Management (Retention, rehabilitation and return to work)	YES	NO	COMMENT
Is there evidence of an injury management (retention, rehabilitation and return to work) policy?			
Is there a system in place to record sickness absence and flag when a person is off work as a result of musculoskeletal injury or illness?			
Is a service provided to staff to allow them to access medical advice or treatment when they are off work due to a musculoskeletal injury or illness?			
Is there a system in place to allow early contact and on-going communication with an employee when they are off work?			
Is there a system in place to allow for planning and undertaking workplace adjustments to allow for an early return to work?			
Is there a system in place to ensure that a retention or return to work plan is put into place?			

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Summary of Findings	Action	Date of Completion

Auditor(s) Signature:

Management Signature:

Date:

This booklet contains notes on good practice. Not all actions are compulsory but you may find them helpful in considering what you need to do in order to prevent and manage musculoskeletal disorders (MSDs) in the workplace.