

Early report form – workplace section

Employee name:

Job title: Date:

Contact details:

Self-help material (eg HabitatWork) given to employee? yes no

Confirm that employee is aware of 'red flags'? yes no

Employee referred to health professional? yes no

There are seven groups of contributory factors that in combination can result in people feeling discomfort or pain. If left unattended they can lead to injury. To manage discomfort and pain effectively, all seven groups of factors must be addressed as much as possible. Think about each of these categories and put down any information that will be helpful. Note that even if some factors only exist outside the work environment they may still be affecting people at work. Reassure your staff member that this information will be kept confidential.

1. Workplace layout and awkward positions – having to reach a lot, sit in awkward positions, twist to do their work, etc.

2. Loads and forceful movements – what sort of loads need to be pushed, pulled, handled and how hard it is to do that.

3. Variation in the job – whether they do the same thing all day, or hold a certain position with all or part of their body for long periods. Also includes whether work is mentally tiring or boring.

4. Work environment – hot, cold, noisy, draughty, bright, stuffy, wet, etc.

5. Work organisation – do they take scheduled breaks? Do they work long hours or shifts? Are there peaks and troughs in the workload? Does the chain of command at the workplace cause any issues?

6. Lifestyle – do they keep fit, do they smoke, are they overweight, do they get enough sleep, do they drink too much, etc. Your staff don't have to put anything down here if they don't want to, but they do need to be aware that these may contribute to the presence of discomfort or pain.

7. Things that upset or 'stress' people – relationship issues, (family or workmates), money worries, lack of support, fear of re-injury etc. Your staff don't have to put anything down here if they don't want to but they do need to be aware that these may contribute to the presence of discomfort or pain.

Early report form – workplace section *continued ...*

In this section please fill in an action plan for each issue identified on the front. This form allows you to enter up to ten issues. If more space is required, simply use a new form. However, it is recommended that you only tackle up to ten issues at a time and follow up on others after the first ten have been resolved or become manageable.

No	Issue	Action	Initiation date	Signature	Completion date	Signature
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Please note:

Don't insist on complete freedom from any discomfort or pain before someone resumes or remains at work.

Offer the following advice:

- Discomfort and pain is common and does not necessarily signify damage.

- Inactivity often makes the problem worse.
- Let the workplace know of any changes to the problem immediately.
- Let's work together to identify and address all the contributing factors to your problem.
- If concerned seek medical advice.

Next review date:

D	M	Y

Workplace representative

Name:

Position:

Signed:

Date:

D	M	Y

Employee

Name:

Position:

Signed:

Date:

D	M	Y