



Body Mapping Checklist

Advice for safety reps on preparing & running a body mapping session

1. Prior to the day of body mapping –

Read up on Section 4 “Body Mapping” & Section 5 “Risk Assessments” of the MSD resource pack. If you are not clear what you need to do after reading these sections then talk to your regional safety rep or SNO for advice.

2. On the day of your body mapping activity with members

- a. Ensure they have large sheet/s of the Body chart and stick on coloured small spots. (an adequate supply of three different colours) or alternatively three different colour felt tip pens.
- b. Check members know which colour spots/pen indicates which particular ailment/condition (good idea to write up on a flip chart beforehand and put in prominent place near the actual body chart – see page 4 of the Body mapping Section 4 of the MSD pack for a list of colours and what each represents for the purposes of this activity.
- c. If you have a large group of members – consider dividing them into smaller groups with each group having their own body chart to complete. For a workable group size - have a minimum of at least 5 participants and no more than 15.
- d. It’s a good idea if those working in the same area are put in the same group together.
- e. Best to allow one person at a time to put a spot or colour the relevant part of the body chart.
- f. After everyone has had the opportunity to mark their ailments – facilitate a group discussion utilising the questions on page 4.

3. Completing the Report form

- a. Complete as much of the form as you can – form is on page 7 of Section 4 Body Mapping of the MSD resource pack. You may like to organise before the session an attendance list, which you then circulate among the group to complete during the body mapping session. Alternatively, during your facilitation session at the end of body mapping you may like to go through the questions with your colleagues.
- b. Explain to the participants what you intend to do with the information you have just gathered – i.e. share with other safety reps in the region either on your regional interactive CSP site or at your next safety rep regional training day later in the year.



4. Taking action

- A. It is highly possible that by the time you have done the body mapping and completed the form that you will have run out of time to move to the final stage of action planning with the group –If this is the case consider:
 - i. Asking for a couple of volunteers to work with you after the session to go through the results and to work through the PIP checklist and chart pages 9 & 10 of Section 4 – Body Mapping of the MSD resource pack.
 - ii. Arrange for your draft action plan to be either circulated or discussed with your members at another meeting, (particularly with those who attended the original session). Give them adequate time to feedback their comments or suggestions on your proposed plan.
 - iii. Share your findings & proposed action plan with your regional rep and SNO – so they can support you and your members.
- B. If you intend to develop an action plan with members at the Body mapping session, make sure you properly familiarise yourself with the PIP checklist, chart & information about the four key causes from section 4 beforehand so that you can effectively facilitate discussion.
- C. Establish a timeframe with your members on when you will be coming back to them with a progress report on your agreed strategy.
- D. Do share your experiences both good and bad with the other safety reps in your region either via your regional iCSP network or at your next regional training day.