

MSD Prevention – Getting Started Checklist

This checklist shows the basic steps for MSD prevention. These steps are based on the MSD prevention framework in the *MSD Prevention Guideline for Ontario* and the information provided in the *Resource Manual for the MSD Prevention Guideline for Ontario*. Workplaces that are just getting started can use this checklist to help them set up their MSD prevention process. Those that are already doing MSD prevention can use it to see if they are missing any of the basic elements and to help identify opportunities to strengthen their existing program.

By consistently following the steps below, you can become more successful in your MSD prevention efforts. If you answer no to any of the questions, please contact your IHSA consultant or ergonomist for assistance.

Figure 1: MSD Prevention Framework



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Establish a foundation for success	Yes	No
Managers, supervisors, and workers all know the workplace is serious about preventing MSDs.	<input type="checkbox"/>	<input type="checkbox"/>
The workplace is ready to make changes to reduce the risk of MSDs.	<input type="checkbox"/>	<input type="checkbox"/>
Resources are needed to make any necessary changes.	<input type="checkbox"/>	<input type="checkbox"/>
Managers, supervisors, and workers know what MSDs are and what hazards can cause them.	<input type="checkbox"/>	<input type="checkbox"/>
MSD prevention roles and responsibilities have been defined for all employees.	<input type="checkbox"/>	<input type="checkbox"/>
The workplace understands how to respond to MSD hazards.	<input type="checkbox"/>	<input type="checkbox"/>
MSD prevention issues have been incorporated into purchasing policies and engineering design standards.	<input type="checkbox"/>	<input type="checkbox"/>
Recognize MSD hazards and related concerns		
Incident/injury records are reviewed to find jobs/tasks where MSDs have been reported.	<input type="checkbox"/>	<input type="checkbox"/>
Workers, supervisors, and managers are asked about job/tasks that they believe contribute to any pain or discomfort.	<input type="checkbox"/>	<input type="checkbox"/>
Problem jobs/tasks are observed and an MSD hazard identification tool is used, with full input and participation of workers who do the jobs/tasks.	<input type="checkbox"/>	<input type="checkbox"/>
Conduct an MSD risk assessment		
Problem jobs/tasks are prioritized for a simple risk assessment.	<input type="checkbox"/>	<input type="checkbox"/>
Workers are asked to identify key concerns/activities/task demands that are contributing to MSDs, pain, or discomfort.	<input type="checkbox"/>	<input type="checkbox"/>
Observations and MSD hazard identification tool results are compared to worker comments/concerns.	<input type="checkbox"/>	<input type="checkbox"/>
Effort is made to agree on what issues/hazards should be addressed to help reduce the risk of MSDs (agreement between observations, hazard identification tools).	<input type="checkbox"/>	<input type="checkbox"/>
Effort is made to agree on why these hazards exist for this job/task.	<input type="checkbox"/>	<input type="checkbox"/>
Choose and implement MSD hazard controls		
When MSD hazard controls are needed, workers, supervisors, and maintenance and safety personnel discuss/brainstorm ideas and options to control identified MSD hazards.	<input type="checkbox"/>	<input type="checkbox"/>
Possible controls for MSD hazards are selected and reviewed.	<input type="checkbox"/>	<input type="checkbox"/>
Preferred control ideas are identified and action plans are developed for implementation.	<input type="checkbox"/>	<input type="checkbox"/>
Follow up on and evaluate success of MSD hazard controls		
Workers are asked for their feedback on opinions about MSD hazard controls.	<input type="checkbox"/>	<input type="checkbox"/>
Workers receive training on how to use MSD controls and are using them.	<input type="checkbox"/>	<input type="checkbox"/>
Observations and the MSD hazard identification tool results are used to help confirm that the exposure to the MSD hazard has been reduced.	<input type="checkbox"/>	<input type="checkbox"/>
Reviews are done to ensure that no new hazards/concerns result from the MSD hazard control(s).	<input type="checkbox"/>	<input type="checkbox"/>
Communicate results and acknowledge success		
Those involved in the process are acknowledged and the workplace is told about new MSD hazard controls.	<input type="checkbox"/>	<input type="checkbox"/>