

# Checklist for the Evaluation of an Ergonomics-Related Hazard Prevention Program

REVIEW OF YOUR FOUNDATION FOR A SUCCESSFUL ERGONOMICS-RELATED HAZARD PREVENTION PROCESS	NO	IN DISCUSSION/ DEVELOPMENT	YES, PARTIALLY/ SOMETIMES	YES, FULLY/ ALWAYS
1. Senior management has clearly stated their commitment to the prevention of ergonomics-related hazards (Best Practice (BP) – Can be included in <i>CLC II – 125(1)(d)(ii)</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
2. Senior management demonstrate their support for the prevention of ergonomics-related hazards by participating in training sessions ( <i>CLC II – paragraph 125(1)(z)</i> ), following the progress of MSI prevention efforts ( <i>COHS regs. – 19.2(1)(b) and (c)</i> ), and holding managers and supervisors accountable for taking steps to reduce exposure to ergonomics-related hazards. ( <i>CLC II – paragraph 125(1)(z)</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
3. Senior management considers the prevention of ergonomics-related hazards to be vital for a competitive, profitable, and healthy work place (BP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
4. Prevention of ergonomics-related hazards policies/procedures have been created and communicated ( <i>COHS regs. – 19.1 (1) &amp; 19.6(1)</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
5. Prevention issues concerning ergonomics-related hazards have been incorporated into purchasing policies (BP – but still have to prove <i>CLC II 125(1)(t)</i> ) and engineering design standards ( <i>COHS regs. – 19.5 (1)</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
6. Ergonomics-related hazards prevention roles and responsibilities have been defined for all employees (i.e. managers, supervisors, workers, purchasing, HSC/H&S Reps). ( <i>CLC II – paragraph 126(1); 125(1)(z);135(7) and COHS regs. – Part XIX</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
7. Workers participate in the prevention of ergonomics-related hazards in a meaningful way ( <i>COHS regs. – paragraph 19.4(f); 19.5(5); and 19.6 (1)(c)</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				

<b>REVIEW OF YOUR FOUNDATION FOR A SUCCESSFUL ERGONOMICS-RELATED HAZARD PREVENTION PROCESS</b>	<b>NO</b>	<b>IN DISCUSSION/ DEVELOPMENT</b>	<b>YES, PARTIALLY/ SOMETIMES</b>	<b>YES, FULLY/ ALWAYS</b>
8. Resources have been provided to train: - workers to recognize the signs and symptoms of ergonomics-related hazards; - managers, supervisors and workers how to recognize and respond to ergonomics-related hazards. (COHS regs. – paragraph 19.6 (1))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
9. Supervisors and occupational health staff have been trained on how to respond appropriately to reports of MSI symptoms (COHS regs. – paragraph 19.3 (1)(e) and 19.6(1))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. A commitment has been made to provide the resources for necessary modifications to equipment, tools, work stations, and work methods (CLC II – paragraph 125(1)(t); COHS regs. – paragraph 19.5 (1))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
11. Managers, supervisors and workers understand that there is a legal requirement to address ergonomics-related hazards at work (CLC II – paragraph 125 (1)(t) and (z);COHS regs. part XIX)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
<b>REVIEW YOUR PROCESS FOR UNDERSTANDING ERGONOMICS-RELATED HAZARDS</b>	<b>NO</b>	<b>IN DISCUSSION/ DEVELOPMENT</b>	<b>YES, PARTIALLY/ SOMETIMES</b>	<b>YES, FULLY/ ALWAYS</b>
1. Managers, supervisors, and workers (including HSC/H&S Reps) have been trained/educated to understand what ergonomics-related hazards are. (COHS regs. – paragraph 19.5 (5) & Section 19.6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
2. Company newsletters, bulletin/information boards, crew meetings, tailgate talks and the like are used to reinforce and enhance understanding of ergonomics-related hazards (BP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
3. Managers, supervisors and workers understand how and why exposure to ergonomics-related hazards can contribute to MSIs (COHS regs. – 19.5 (5) and 19.6 (1) and (2))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				

REVIEW YOUR PROCESS FOR RECOGNIZING ERGONOMICS-RELATED HAZARDS	NO	IN DISCUSSION/ DEVELOPMENT	YES, PARTIALLY/ SOMETIMES	YES, FULLY/ ALWAYS
1. Managers, supervisors and workers have been trained on how to recognize ergonomics-related hazards. (CLC II – paragraph 125 (1)(z); COHS regs. – paragraph 19.6 (1)(a))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
2. Incident/injury reports and data are reviewed to identify tasks or jobs that are causing ergonomics-related hazards (COHS regs. – paragraph 19.3 (1)(a) & (b))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
3. There is a well-defined and documented process for recognizing ergonomics-related hazards (COHS regs. – paragraph 19.3 (2)(a))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
4. Reports of MSIs are investigated using the same procedures/policies as all other incidents, injuries or illnesses (COHS regs. – paragraph 15.4 (1) and section 15.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
5. An identification tool/checklist for ergonomics-related hazards is used to help recognize/identify MSI hazards (BP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
6. Ergonomics-related hazards are included in all work place inspections (BP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
7. Supervisors look for ergonomics-related hazards as part of their normal job duties (BP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
8. Workers look for ergonomics-related hazards as part of their normal job duties (BP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
9. Supervisors and workers look for indicators of ergonomics-related hazards (modified tools/work areas, workers rubbing or shaking limbs/joints, workers wearing braces and/or supports) (BP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
10. Workers are encouraged to report pain/discomfort (BP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				

<b>REVIEW YOUR PROCESS FOR RECOGNIZING ERGONOMICS-RELATED HAZARD</b>	<b>NO</b>	<b>IN DISCUSSION/ DEVELOPMENT</b>	<b>YES, PARTIALLY/ SOMETIMES</b>	<b>YES, FULLY/ ALWAYS</b>
11. There is a process for workers to report ergonomics-related hazards concerns related to MSI hazards (CLC II paragraph 127.1(1) and 135(7)(a); COHS regs. – paragraph 19.3(1)(e))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
12. Supervisors regularly talk to workers about job demands, difficult tasks, pain/discomfort, and other issues related to ergonomics-related hazards. (BP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
13. Surveys (e.g. feedback, discomfort, perceived exertion) are used to collect MSI related information from workers. (BP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
14. Other data (e.g. absenteeism, overtime, production, quality, suggestions for changes) is regularly reviewed to see if there are indicators that ergonomics-related hazards may be contributing to other problems (COHS regs. – paragraph 19.3 (1)(i))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
<b>REVIEW YOUR PROCESS FOR ERGONOMICS-RELATED HAZARDS RISK ASSESSMENT</b>	<b>NO</b>	<b>IN DISCUSSION/ DEVELOPMENT</b>	<b>YES, PARTIALLY/ SOMETIMES</b>	<b>YES, FULLY/ ALWAYS</b>
1. Ergonomics-related hazards risk assessments are done whenever there is a history of MSI claims and/or workers expressing concerns about pain/discomfort <b>or</b> when workers express concerns that there is a need to address current job demands (COHS regs. – paragraph 19.3 (1))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
2. The HSC/H&S Reps is made aware when an ergonomics-related hazard risk assessment is taking place (CLC II – paragraph 135(7)(e))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
3. Members of the HSC/H&S Reps are involved in ergonomics-related hazard risk assessments (CLC II – paragraph 135(7)(e))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
4. Workers who work at a job being assessed are informed that risk assessments are being conducted and the reasons why (CLC II – paragraph 125(1)(s); COHS regs. – paragraph 19.6 (2)(a))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
5. Appropriate workers, managers and supervisors are recruited to be involved in specific risk assessment. (BP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				

<b>REVIEW YOUR PROCESS FOR ERGONOMICS-RELATED HAZARDS RISK ASSESSMENT</b>	<b>NO</b>	<b>IN DISCUSSION/ DEVELOPMENT</b>	<b>YES, PARTIALLY/ SOMETIMES</b>	<b>YES, FULLY/ ALWAYS</b>
6. Individuals involved in ergonomics-related hazard risk assessments are provided with training on how to conduct a risk assessment (COHS regs. – paragraph 19.2 (2))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
7. The results of risk assessments are communicated to the workers who perform the job/task, the policy committee (if there is one)/HSC/H&S reps, and managers (CLC II – paragraph 125(1)(s); 125(1)(z.11); COHS regs. – paragraph 19.6 (2)(a))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
<b>REVIEW YOUR PROCESS FOR SIMPLE ERGONOMICS-RELATED HAZARDS RISK ASSESSMENT</b>	<b>NO</b>	<b>IN DISCUSSION/ DEVELOPMENT</b>	<b>YES, PARTIALLY/ SOMETIMES</b>	<b>YES, FULLY/ ALWAYS</b>
1. Identified ergonomics-related hazards are reviewed with appropriate workers (COHS regs. – paragraph 19.6 (2)(a) & (b))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
2. Job tasks are reviewed with appropriate workers to determine which tasks or activities are related to the identified ergonomics-related hazards (COHS regs. – section 19.4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
3. Efforts are made to ensure that all individuals involved in a risk assessment agree on which ergonomics-related hazards are of concern and should be addressed (CLC II – paragraph 127(1); COHS regs. – section 19.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
4. Individuals involved in a risk assessment will brainstorm to identify different processes, equipment, materials, environment, or human elements that may be causing the ergonomics-related hazards. (COHS regs. – section 19.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
5. Efforts are made to ensure that all individuals involved in a risk assessment agree on the cause(s) of the ergonomics-related hazards. (CLC II – paragraph 127(1))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
6. If there is agreement on the cause(s) of the ergonomics-related hazards, efforts are made to select and implement MSI hazard controls. (COHS regs. – section 19.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				

REVIEW YOUR PROCESS FOR SELECTING AND IMPLEMENTING ERGONOMICS-RELATED HAZARD CONTROLS	NO	IN DISCUSSION/ DEVELOPMENT	YES, PARTIALLY/ SOMETIMES	YES, FULLY/ ALWAYS
1. All individuals involved in projects focusing on the prevention of ergonomics-related hazards understand the different control approaches, and the pros and cons of each (COHS regs. – section 19.6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
2. Appropriate people are involved in the selection and implementation of ergonomics-related hazards controls (BP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
3. Ergonomics-related hazards and priorities for controls are reviewed with those involved in the selection and implementation of ergonomics-related hazards controls (COHS regs. – section 19.5(1))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
4. A variety of ergonomics-related hazards control options are identified and considered (COHS regs. – section 19.5(1))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
5. Criteria have been established to help compare control ideas. (COHS regs. – section 19.5(1))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
6. Further investigation is conducted and additional assistance is sought if there is no agreement on a preferred control option (CLC II – paragraph 127.1(1))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
7. Before implementing a preferred control option all the workers who will be affected by the control are informed about: - what changes will be made and why - when changes will be made - what the changes will mean for them. (COHS regs. – paragraph 19.6 (2))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
8. All workers who will be affected by a new ergonomics-related hazard control are trained how to use the control (COHS regs. – paragraph 19.6(2))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				

**NOTE:** If there is no agreement on which ergonomics-related hazards need to be addressed or the causes of the identified ergonomics-related hazards, a more specific, in-depth risk assessment by a qualified person may be required.

<b>REVIEW YOUR PROCESS FOR SELECTING AND IMPLEMENTING ERGONOMICS-RELATED HAZARD CONTROLS</b>	<b>NO</b>	<b>IN DISCUSSION/ DEVELOPMENT</b>	<b>YES, PARTIALLY/ SOMETIMES</b>	<b>YES, FULLY/ ALWAYS</b>
9. The steps for installing a hazard control are reviewed to ensure that the control is installed correctly and no new hazards are introduced. (COHS regs. – paragraph 19.5 (3))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
10. Worker feedback is collected and documented after the control has been installed. (BP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
11. After installation, workers can demonstrate that they know how to use the control. (BP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
12. After installation, any concerns of maintenance workers are addressed immediately (COHS regs. – paragraph 19.5(3))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
13. After installation, a review is done to make sure that no new hazards have been introduced: - at the job/task in question - at job/tasks that are 'downstream' - at job/tasks that are 'upstream'. (COHS regs.- paragraph 19.5(3))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
<b>REVIEW YOUR PROCESS FOR FOLLOWING UP ON AND EVALUATING THE SUCCESS OF IMPLEMENTED ERGONOMICS-RELATED HAZARD CONTROLS</b>	<b>NO</b>	<b>IN DISCUSSION/ DEVELOPMENT</b>	<b>YES, PARTIALLY/ SOMETIMES</b>	<b>YES, FULLY/ ALWAYS</b>
1. People involved in projects focusing on the prevention of ergonomics-related hazards are asked to provide comments on the overall process. (BP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
2. Positive aspects of the process are documented and communicated to those involved and to senior management. (BP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
3. Opportunities for improvement are documented and communicated to those involved and to senior management. (BP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
4. A process for evaluating ergonomics-related hazard controls has been developed and documented (COHS regs. – section 19.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				

<b>REVIEW YOUR PROCESS FOR FOLLOWING UP ON AND EVALUATING THE SUCCESS OF IMPLEMENTED ERGONOMICS-RELATED HAZARD CONTROLS</b>	<b>NO</b>	<b>IN DISCUSSION/ DEVELOPMENT</b>	<b>YES, PARTIALLY/ SOMETIMES</b>	<b>YES, FULLY/ ALWAYS</b>
5. Jobs/tasks with new ergonomics-related hazard controls are re-evaluated to ensure that exposures to previously identified ergonomics-related hazards are effectively controlled (COHS regs. – paragraph 19.7(1))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
6. Workers at a job with new ergonomics-related hazard controls are asked to provide detailed feedback about the controls (after a period of time for stabilization and break-in). (BP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
7. A process is in place to investigate and address any concerns identified (COHS regs. – paragraph 19.3(1))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
8. The results of the evaluation are communicated to: - those involved in the process - workers using the control - local and senior management. (BP if no new hazards are identified/no changes needed) (COHS regs. – paragraph 19.6 (2))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
<b>REVIEWING YOUR PROCESS FOR COMMUNICATING RESULTS AND ACKNOWLEDGING SUCCESS</b>	<b>NO</b>	<b>IN DISCUSSION/ DEVELOPMENT</b>	<b>YES, PARTIALLY/ SOMETIMES</b>	<b>YES, FULLY/ ALWAYS</b>
1. A process is in place to keep everyone up-to-date on the activities on the prevention of ergonomics-related hazards in the work place: - workers and supervisors - local and/or senior management - HSC/H&S reps/Policy Committee. (BP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
2. Specific projects are discussed at crew/department meetings. (BP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
3. Project updates on the progress of the prevention of ergonomics-related hazards and results of these projects are posted on bulletin boards, reported in the work place newsletter and posted on web pages. (BP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				



REVIEWING YOUR PROCESS FOR COMMUNICATING RESULTS AND ACKNOWLEDGING SUCCESS	NO	IN DISCUSSION/ DEVELOPMENT	YES, PARTIALLY/ SOMETIMES	YES, FULLY/ ALWAYS
4. Individuals involved in projects for the prevention of ergonomics-related hazards are acknowledged, and successful prevention efforts of ergonomics-related hazards are celebrated. (BP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
5. Support for continuing the prevention of ergonomics-related hazards have been communicated by local and/or senior management. (BP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
6. Special celebrations are planned when significant reductions in the risk of ergonomics-related hazards are achieved. (BP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Develop an action plan to improve your ergonomics-related hazard prevention process. What can be done to increase the number of checks in the 'Yes, fully/always' column?