

Musculoskeletal Disorder (MSD) Prevention Policy Category: Health and Safety	Company Name
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**Policy
Statement**

(Company Name) is committed to providing a safe and healthy working environment for all employees. Musculoskeletal disorders (MSDs) account for approximately (add percentage of LTIs) all lost-time incidents at (Company Name).

Recognizing that MSDs are a significant concern in our workplace, (Company Name) will demonstrate our commitment to minimizing worker's exposure by providing financial, physical, and human resources to ensure that MSD hazards are recognized and suitable control strategies are put in place. The success of this program will rely on the full cooperation of all workplace parties (i.e., employer, managers, supervisors, and staff) regarding the following initiatives:

- Identifying and assessing MSD hazards
- Ongoing training of management, supervisors, and employees (including new hires) on MSD awareness hazards and control measures
- Training of specialized staff (e.g., JHSC members or ECT members) on MSD hazard assessment and control measures
- Tracking of MSD statistics
- Controlling MSD hazards through the application of engineering and/or administrative controls
- Proactively integrating ergonomic principles into workplace design and work techniques
- Ongoing evaluation of the MSD policy to determine the effectiveness of the MSD Prevention Program.

Application

This policy applies to all (Company Name) employees in keeping with the internal responsibility system for health and safety.

Definitions

MSDs are injuries and disorders of the musculoskeletal system. They may be caused or aggravated by various hazards or risk factors in the workplace. The musculoskeletal system includes:

- Muscles, tendons and tendon sheaths
- Nerves
- Bursa
- Blood vessels
- Joints/spinal discs
- Ligaments.

MSD are sometimes called repetitive strain injuries (RSIs), cumulative trauma disorders (CTDs), or sprains and strains. Musculoskeletal disorders may be caused

or aggravated by various risk factors in the workplace, including repetitive, forceful, or awkward movements, static posture, contact pressure, vibration, etc.

MSDs do not include musculoskeletal disorders that are the direct result of a sudden, single event involving an external source (e.g., a fall or motor-vehicle accident).

Goals

The goals of the MSD prevention program are:

- To increase MSD awareness
- To decrease the risk of MSDs
- To adapt the job and workplace to the capabilities of the employees
- To identify MSD prevention strategies as a priority in cost containment, productivity, and quality assurance
- To promote and support the health and safety of all employees
- To provide equipment, resources, record-keeping procedures, and effective training.
- To ensure that all staff are educated about MSD hazards and prevention
- To recognize MSD hazards proactively
- To assess and prioritize MSD hazards
- To control MSD hazards through application of engineering and/or administrative controls
- To evaluate the effectiveness of individual interventions as well as organizational initiatives
- To develop a process that promotes continuous improvement in the efficiency, comfort, and well-being of all employees through management and employee involvement.

Objectives

The employer will

- Consult with the Joint Health and Safety Committee (JHSC) about MSD prevention policies and procedures.
- Enforce the policy, procedures, and program.
- Provide equipment, necessary resources, and initial and ongoing staff training.
- Maintain the MSD Prevention Program and look for opportunities to enhance and improve it.
- Evaluate and update the program annually.
- Take every reasonable precaution for the protection of the worker.

Responsibilities

Managerial staff/supervisors will:

- Communicate, promote, and support the MSD Prevention Policy and Program.
- Ensure that training in MSD awareness, site-specific MSD hazards/controls, and safe work practices are provided to all employees, including new hires.

- Maintain records of MSD training in a manner that supports accuracy and ease of access for monitoring purposes.
- Complete the Supervisor's Report of Injury/Incident in the case of all reported workplace MSD incidents,
- Ensure that MSD incident data is recorded appropriately to support accurate statistics.
- Encourage staff to report MSD incidents.
- Take immediate steps to investigate and control MSD hazards that have been reported.
- Take the following steps in consultation with JHSCs and ECT Members:
 - Review divisional and/or sectional MSD incident statistics to identify trends and take corrective action.
 - Conduct investigations when MSD incidents occur and incorporate MSD prevention strategies in the investigation process.
 - Complete designated MSD Hazard Identification Forms to identify potential hazards in each job and provide copies to JHSC.
 - Control MSD hazards through engineering controls and/or administrative controls and elevate concerns to a more senior level if control measures are not within the supervisor's ability to implement.
 - Develop safe work procedures to eliminate or reduce MSD hazards.
- Where concerns are complex and additional MSD prevention expertise is necessary to resolve the issue, request assistance from (the Ergonomics Consultant).
- Incorporate MSD hazard prevention strategies in the purchase of equipment, vehicles, and office furniture.
- Incorporate ergonomic principles whenever a workstation or work environment is being designed or renovated.
- Incorporate ergonomic principles whenever changes in work processes or work organization are planned.
- Enforce the MSD Prevention Program through regular monitoring strategies.

Employees will:

- Comply with the policy and procedures at all times.
- Participate in regular education as established by the organization.
- Report any hazards, equipment problems, or any other unsafe tasks to the supervisor immediately.
- Report any concerns, incidents, and near misses to the supervisor immediately and co-operate in the investigation as required by management.
- Be responsible for correct use of the equipment provided by the employer.

Joint Health and Safety Committees/OH&S Representatives will:

- Communicate, promote, and support the MSD Prevention Policy and Program.
- Promote MSD awareness at all times, including any special events (e.g., Health and Safety Week).
- Participate in MSD training and/or training delivery as appropriate.
- Review and have access to records of MSD training.
- Help monitor the effectiveness of MSD training and training updates.
- Review incident reports to identify MSD hazards and recommend corrective action.

- Review MSD incident statistics as provided by (the Health and Safety Coordinator) to identify trends and recommend corrective action.
- Incorporate MSD hazard identification and communication in regular workplace inspections.
- Provide consultation during completion of MSD Hazard Identification Forms when appropriate.
- Review and have the opportunity to provide input on all draft completed MSD Hazard Identification Forms.
- Advise the employer of any unsafe acts, unsafe tasks, or equipment problems that create MSD hazards.
- Recommend control measures to eliminate or reduce MSD hazards.
- On an on-going basis, recommend strategies to divisional management for incorporating MSD prevention into the purchasing process for new tools, equipment, furniture, and vehicles.
- Provide input into the development of safe work procedures to reduce MSD hazards.
- Review the status of their division's MSD Prevention Program annually and recommend improvements if needed.

Disability Management Consultants will:

- Use consistent coding for MSD incidents when entering WSIB incident reports.
- Advise (the Health and Safety Co-ordinator) about MSD hazards identified through WSIB reporting.
- In consultation with (the Health and Safety Co-ordinator), recommend appropriate measures to reduce exposure to MSD hazards for workers who require workplace accommodation based on MSD symptoms.

Facilities and Real Estate Division (or other divisions responsible for new construction or renovation) will:

- Ensure that any new construction conforms with (Company's Name)'s ergonomic design standard.
- Ensure that the design of new and renovated office work spaces conforms with the Ergonomics Standards of (Company Name)'s Strategy and Standards for Office Space and Ergonomics.

Purchasing and Materials Management Division (or other divisions who purchase equipment or furniture) will:

- Ensure that the Policy for Incorporating Occupational Health, Safety and Ergonomics into the Purchasing Process is fully implemented when purchasing equipment and furniture that have the potential to affect MSDs.

Fleet Division and any other divisions involved in the purchase or modification of vehicles will:

- Ensure that the Policy for Incorporating Occupational Health, Safety, and Ergonomics into the Purchasing Process is fully implemented when purchasing or modifying equipment or vehicles that have the potential to affect MSDs.

Unions and Associations will:

- Provide support and advocacy for the policy, programs, and initiatives arising from their implementation.

Elements of the MSD program

1. Train all management, supervisors, and employees on MSD awareness, MSD hazards, and how to recognize and report MSD hazards.
2. Train specialized staff (JHSC members and others involved directly in MSD prevention efforts) on MSD assessment methods and control approaches.
3. Provide orientation to all new staff on the MSD program.
4. Establish an MSD hazard/incident reporting system.
5. Provide an MSD hazard identification tool.
6. Assess jobs/tasks where MSD hazards are present.
7. Implement well-designed controls to reduce the risk of MSDs.
8. Establish a safe purchasing policy for consideration of MSD prevention in all purchasing decisions.
9. Track and report on MSDs, reports of pain/discomfort, and other MSD-related concerns.
10. Proactively integrate MSD hazard controls into design.

The MSD program will be evaluated at least annually and will consider the following indicators:

- Incident reports
- Absenteeism reports
- JHSC minutes
- Physical demands analysis
- MSD hazard inspections
- MSD risk assessments
- MSD awareness questionnaire
- MSD hazard controls implemented
- MSD hazard control evaluation results.

Evaluation

Any changes to the program will be documented and communicated immediately to all staff and management.

Legislative Authority

Ontario Occupational Health and Safety Act and Regulations

Approved by

Date Approved

**Reviewed by
CEO**
