

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Musculoskeletal Disorders Prevention – Full Physical Support	Code: HS121
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POLICY STATEMENT

Musculoskeletal Disorders (MSD's) are injuries and disorders of the musculoskeletal system. They may be caused or aggravated by various risk factors in the workplace, especially in situations where Full Physical Support is required. MSD's include injuries and disorders of the muscles, tendons, nerves and skeletal system that are caused through repetitive strain or abnormal flexing of joints for extended periods of time.

MSD's DO NOT include musculoskeletal injuries or disorders that are a direct result of a fall, struck by or against something, caught in or on something, violence or vehicle collisions.

It is the purpose of this policy to guide staff in how to provide Full Physical Support in crisis situations in a way that will reduce the risk of MSD injuries as much as possible.

IDENTIFIED MSD SYMPTOMS

Due to the unnatural position of hands and feet during Full Physical Support for extended periods of time, staff may notice MSD symptoms such as muscle fatigue, pain (wrists, knees, ankles, toes and/or back), numbness or "tingling" of hands or feet.

PROCEDURES/RESPONSIBILITIES

Employee:

1. Full physical support is to be used as a last resort, when the individual being supported has reached a point in crisis where they pose a direct threat to themselves or another.
2. Staff will immediately provide Full Physical Support in the manner trained through Non-violent Crisis Intervention (NCI) and additional training offered by Avenue II.
3. Staff will call for back-up in a crisis situation at the first possible opportunity, as outlined in Policy SS010 - Backup System. If an emergency pendant is present, call for back up by activating the pendant. If no pendant is present, phone the office during business hours, on call after hours or on weekends/holidays.

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4. Once sufficient back-up has arrived, staff will provide Full Physical Support (one staff member supporting each limb) for a MAXIMUM of 15 minutes before being relieved for a rest period of an equal time. Staff are responsible to identify if they need to rest or are experiencing any identified MSD symptoms sooner than the 15 minute intervals.
5. Protective knee pads are to be worn, if possible, during full physical support. Back-up will put on knee pads prior to supporting.

Supervisor:

1. Will ensure knee pads arrive on scene as soon as possible and that they are used by all staff.
2. Will ensure that staff has been trained in how to properly provide Full Physical Support.

Timekeeper:

1. Throughout the crisis a person will assume the role of timekeeper. This role will rotate so that the timekeeper will not be providing Full Physical Support while fulfilling this responsibility.
2. They will ensure that all staff rotates in and out of Full Physical Support at the prescribed time intervals stated above.
3. They will ensure that kneepads are being worn by each staff member who is about to begin providing Full Physical Support in a crisis situation.

**REMEMBER THAT YOUR FIRST PRIORITY IS TO PROTECT YOURSELF!
UTILIZE 911 IF YOU FEEL THAT THE SITUATION WARRANTS POLICE
INVOLVEMENT.**