

MANUAL OF ADMINISTRATION

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| TOPIC: HEALTH AND SAFETY | SUBJECT: Musculoskeletal Disorders Prevention – Prolonged Standing | Code: HS123 |
| | | Date of Issue: Feb 2008 |
| | | Revised: Nov 2009 |
| | | Reviewed: Sept 2009 |
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POLICY STATEMENT

Musculoskeletal Disorder's (MSDs) 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 prolonged standing is required. MSDs 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.

MSDs 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 know the risks for prolonged standing and reduce the risk of MSD injuries as much as possible.

IDENTIFIED MSD SYMPTONS

Prolonged standing may cause the following MSD symptoms or problems: low back pain, painful feet, Planter Fasciitis (flat feet) and heel spurs, orthopedic changes in the feet, swelling in the feet and legs, varicose veins, increased chance of arthritis in the knees and hips.

PROCEDURES/RESPONSIBILITIES

Employee:

1. Should maintain proper posture stance by:
 - * Feet should be shoulder width apart, without locking the knees.
 - * Maintain a small hollow in your lower back but avoid the tendency for too much arch or leaning back. The "tail bone" should remain slightly tucked down. (See Figure 1)
 - * Lift your breastbone so that shoulder blades will move down in back. This should create a good distance from your hipbone to your rib cage.(See Figure 1)
 - * Make your chin level. Relax your jaw and neck muscles. With the mouth closed, rest your tongue on the roof of your mouth.

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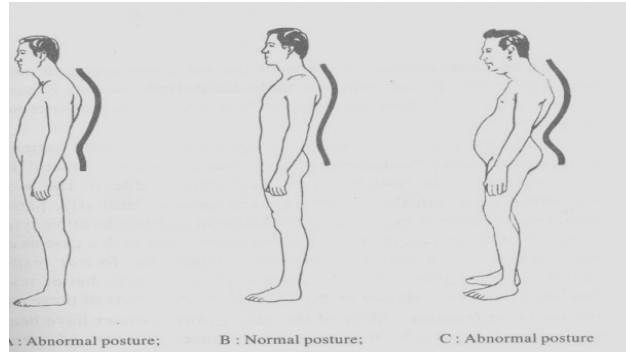


Figure 1

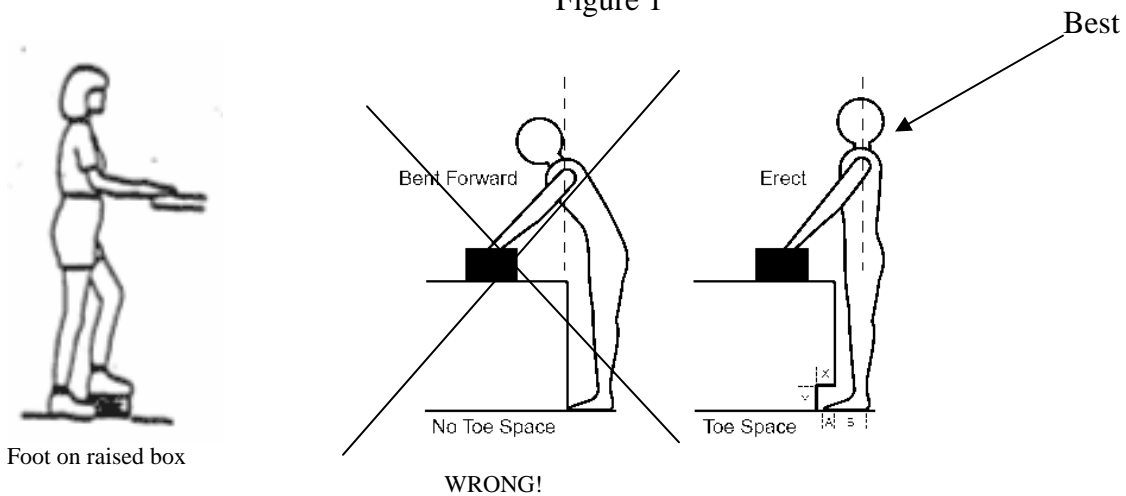


Figure 2

1. When at a counter that doesn't have a clearance or toe space, stand with one foot in front of the other on a raised box or small stool. (Figure 2)
2. Employees are to wear proper foot wear according to policy HS151. For prolonged standing employee should wear shoes that have:
 - No heels
 - Shoes should not change the shape of your feet.
 - Shoes should have a firm grip heel but allow movement for toes.
 - Feet should not slip inside your shoes.
 - **Shoes should have arch supports.**