



## MANUAL OF ADMINISTRATION

<b>TOPIC:</b> HEALTH AND SAFETY	<b>SUBJECT:</b> Musculoskeletal Disorders Prevention (MSD)	<b>Code:</b> HS120
		<b>Date of Issue:</b> November 2007
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### **POLICY STATEMENT**

Avenue II is committed to increasing MSD awareness and will ensure that workers have the equipment and on-going training they need to reduce their exposure to MSD hazards.

The risk of MSD will be assessed using MSD hazard identification tools, analyzing injury reports, workplace inspections, hazard reports, and any other means that might help to identify their frequency and severity. Once risks have been identified, proactive solutions will be implemented to address and reduce future risks.

### **DEFINITION**

#### **Musculoskeletal Disorders (MSD)**

MSDs are injuries and disorders of the musculoskeletal system. They may be caused or aggravated by various risk factors in the workplace. MSD includes injuries and disorders of the muscles, tendons, nerves. It is also referred to as repetitive strain injury (RSI), cumulative trauma disorder (CTD), musculoskeletal injury (MSI), and sprain and strain.

MSD do not include musculoskeletal injuries or disorders that are a direct result of a fall, struck by or against, caught in or on, vehicle collisions, or violence.

### **PROCEDURES/RESPONSIBILITIES**

#### **Supervisor (Director/General Manager/Manager/On Call)**

1. Supervisors will participate in identifying, assessing, and controlling MSD hazards.
2. Supervisors will provide reasonable equipment that meets staff needs within budgetary constraints. Examples include mechanical lifts, carts, trolleys, and ergonomic office furniture.
3. The Supervisor will ensure that the employees are adequately trained in equipment use, and will enforce use.

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4. Proper use will be enforced and failure to do so will be subject to progressive discipline.
5. Where possible, prior to decisions being made about the purchase of new equipment or new furniture, worker input and ergonomic features will be considered. Wherever possible items will be tested for effectiveness prior to purchase.
6. Supervisors will along with the JHSC investigate lost time MSD injuries and report all findings to the Executive Director.
7. When employees are returning to work after an MSD, an assessment of the work will be conducted, and where possible alterations are made to reduce the risk of a re-occurrence.

## **Employee**

1. Employees will report any ergonomic hazards, concerns, equipment problems, unsafe tasks and incidents to their Supervisor immediately and cooperate in the investigation/solution as required by the Supervisor.
2. Employees who are experiencing musculoskeletal discomfort related to work will report immediately as per HS010 – Injury/Illness Reporting and AD082 – Incident Reporting System. Employees will be involved in the ergonomic solution to reduce the incidence of MSD.
3. Employees who receive ergonomic aids or equipment will use the equipment correctly, and at all times.
4. Employees will participate in education and training programs regarding MSD identification and prevention.

## **Joint Health and Safety Committee**

1. The Joint Health and Safety Committee (JHSC) will look for MSD hazards during workplace inspections and review the incident/accident data related to MSD.
2. When necessary, the JHSC will make MSD recommendations to the Executive Director in writing.
3. Investigate lost time MSD injuries with Supervisors and report findings to the Executive Director.

## **TRAINING**

Supervisors and JHSC committee members are trained to identify MSD hazards during workplace inspections.

New staff trained in MSD hazards upon hire.

MSD hazards and controls shall be reviewed with staff as necessary based on hazards identified.