

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Musculoskeletal Disorders Prevention (MSD) – Prolonged Standing	Code: HS123
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POLICY STATEMENT

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 SYMPTOMS

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.

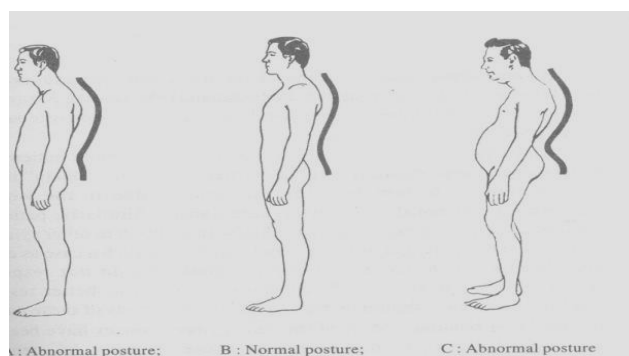


Figure 1

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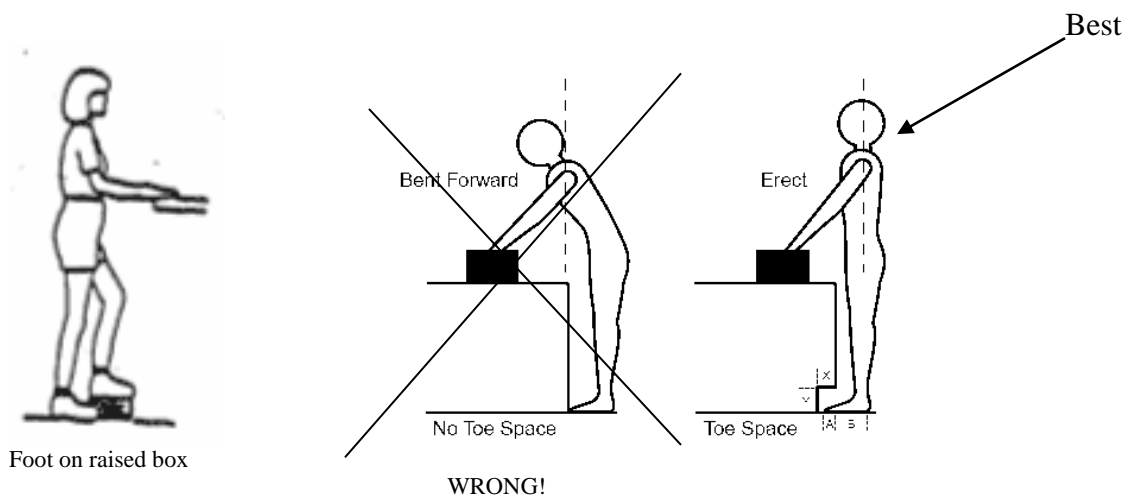


Figure 2

2. 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)
3. Employees are to wear proper foot wear according to policy HS151. For prolonged standing employee should wear shoes that have:
 - Low 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.**