



## HEALTH AND SAFETY POLICY MANUAL

<b>Subject:</b> Musculoskeletal Disorder Prevention Program	<b>Approval Date:</b> December 19, 2016	<b>By-Law No.</b> 93-2016 <i>Amended by By-Law No. 34-2020</i>
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### 5.8 MUSCULOSKELETAL DISORDER (MSD) PREVENTION POLICY

#### 1. DEFINITIONS

- 1.1 “Ergonomic(s)” shall mean the scientific study of people and their working conditions, especially done in order to improve effectiveness.
- 1.2 “Musculoskeletal Disorders” shall mean injuries and disorders that affect the human body’s movement or musculoskeletal system (i.e. muscles, tendons, ligaments, nerves, discs, blood vessels, etc.) These are not the result of a fall, struck by or against, caught in or on, vehicle collision, violence, etc.

The Municipality of Red Lake is committed to providing a safe and healthy working environment for all employees. In recognition that musculoskeletal disorders account for approximately half of all lost time incidents, the Municipality is committed to minimizing the risk and incidence of MSD. To achieve this goal, the Municipality will establish and maintain a MSD Prevention Program with the following elements:

- Training of management, supervisors, and employees (including new hires) on MSD awareness hazards and control measures.
- MSD hazard identification and assessment.
- Control of MSD hazards through the application of engineering and/or administrative controls.
- Implementation of the Policy for incorporating Occupational Health, Safety and Ergonomics principles into the purchasing process, i.e. by proactively integrating ergonomics principles into purchasing equipment, vehicles and furniture.
- Proactively integrating ergonomics principles into workplace design and work techniques.
- Ongoing evaluation of MSD Policy implementation and MSD Prevention Program effectiveness.



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### MUSCULOSKELETAL DISORDER (MSD) PREVENTION PROGRAM

#### 2. RECOGNITION, ASSESSMENT, CONTROL AND EVALUATION

- 2.1 Supervisors shall complete a “*Preliminary Risk Assessment Checklist*” for each job title in their department.
- 2.2 If a task is “required” the supervisor shall then assess the potential risk.
- 2.3 If the risk can be eliminated immediately, continue to monitor and look for opportunities of improvement.
- 2.4 If the risk cannot be eliminated immediately, identify and evaluate the controls.
  - 2.4.1 Create targets to eliminate hazards and control the risks.
- 2.5 The purpose of this procedure is to ensure The Municipality of Red Lake is taking the necessary precautions to prevent Musculoskeletal Disorders.

#### 3. STEP 1 – PREPARATION AND HAZARD RECOGNITION

The Municipality of Red Lake shall consult staff in the process of our MSD prevention program to obtain feedback regarding the identification, assessment, control and evaluation of MSD.

The Municipality of Red Lake recognizes that our staff will have valuable insight into the MSD hazard recognition, risk assessment, and potential controls.

The Municipality of Red Lake will communicate the availability of feedback mechanisms that exist in the workplace for reporting MSD, MSD hazards and suggestions. Staff may provide feedback in the following manner:

- a) In the process of the risk assessment, the Municipality of Red Lake will consult with staff members that exhibit signs and symptoms of MSD, and with a representative sample of staff members that regularly perform the tasks or functions being assessed.
- b) The Municipality of Red Lake will obtain feedback from staff regarding trials and selection of new equipment, and will engage in direct discussions with staff while they are performing tasks or jobs where a concern for MSD exists.



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- c) The Municipality of Red Lake encourages staff to provide input and recommendations during staff meetings, or through standard feedback mechanisms.
- d) The Municipality of Red Lake may elect to utilize surveys and/or questionnaires to obtain feedback regarding MSD.
- e) The Municipality of Red Lake will take all information gathered during the consultation into consideration, and will work to address concerns and implement appropriate safeguards.

#### 4. STEP 2 – CONSULT THE COMMITTEE WITH HEALTH AND SAFETY REPRESENTATIVES

The Municipality of Red Lake shall consult with the Health and Safety Committee regarding hazard recognition, risk assessment, and control of MSD risks, the content and provision of safety and prevention education and training, as well as the evaluation of control measures that have been or will be implemented.

The Municipality of Red Lake will respond in writing to the Health and Safety Committee within 21 days of receiving any requests or recommendations, as prescribed in the Ontario Health and Safety (OSH) Act, S.9 (20).

The Municipality of Red Lake will take all information gathered during the consultation into consideration, and will work to address concerns and implement appropriate safeguards.

#### 5. STEP 3 – RISK IDENTIFICATION

The Municipality of Red Lake shall work to identify any and all MSD risks that exist in the workplace, including force, repetition, task frequency, awkward and static work postures, and local contact stress.

The Municipality of Red Lake will consider the following factors in the identification and risk assessment of MSD:

- (a) Physical demands involved in the performance of work duties, including levels of force required, repetition of the actions required, duration of the action, work postures, and any local contact stresses;



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- (b) Elements involved in the layout and condition of the workplace or workstation, including distances required for the employee to reach or bend, seating concerns, awkward postures, and uneven floor surfaces;
- (c) Environmental conditions that will affect the performance of job duties, and exist in the workplace/workstation, including excessive hot or cold temperatures, excessive noise levels, vibration, illumination, etc.; and
- (d) Work-recovery cycles (microbreaks), task variability, and work rate.

The Municipality of Red Lake will create a prioritized list of jobs and tasks that involve a risk of MSD or a combination of hazards, and will assess these risks to determine appropriate controls.

The list shall be developed through the review and analysis of:

- Accident/incident investigation reports and first aid reports; and
- Feedback generated form for staff that have reported risks, or that have exhibited signs or symptoms of MSD.

### 6. STEP 4 – RISK ASSESSMENT

Upon the identification of potential MSD risks, the Municipality of Red Lake will conduct a thorough risk assessment to examine the specific aspects of a task that may expose staff to MSD. The risk assessment will determine if the current controls are effective, or if additional/alternate controls should be implemented.

The MSD risk assessment shall evaluate the levels of exposure to hazards and the level of risk involved. This process will determine the magnitude, duration and frequency of exposure.

The Municipality of Red Lake MSD risk assessment shall include all significant risk factors that pose a serious threat of injury. The Municipality of Red Lake will not assess tasks or functions where the risk factor is considered as low.

In the event that a risk assessment is conducted as part of an accident/incident investigation, the Municipality of Red Lake shall record all significant findings of the assessment in the investigation.



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The Municipality of Red Lake will ensure that Hazard Identification tools be carried out internally by an individual with good knowledge about the work.

Where necessary, the Municipality of Red Lake may contract the services of a professional to conduct a Detailed MSD Screening Tool Assessment by a competent person (e.g. ergonomist, occupational hygienist, or any other Registered Kinesiologist, etc.).

### 7. STEP 5 – IMPLEMENT CONTROLS

Where a risk has been identified, and assessed, the Municipality of Red Lake shall determine appropriate measures to reduce the risks. The Municipality of Red Lake will use appropriate engineering controls where possible as a first plan of approach at the source (e.g. physical changes to the work environment, addition of equipment, changes to the workstation, etc.).

In the event that engineering controls at the source are not possible, or are unreasonable, the Municipality of Red Lake will utilize administrative controls to minimize exposure to the risk, and may use job rotation or other means.

In the event that both engineering and administrative controls are not possible, or are unreasonable, The Municipality of Red Lake shall determine and provide appropriate forms of Personal Protective Equipment (PPE) and training to eliminate, mitigate or otherwise control the exposure levels to the hazard and lower the risk of injury.

### 8. STEP 6 – EDUCATION AND TRAINING

The Municipality of Red Lake will ensure that all staff members that are exposed to risks associated with MSD's, and staff members that may reasonably be expected to come into contact with risks associated with MSD's are provided with appropriate training and education in the awareness and identification of hazards, as well as safe work practices for the prevention of MSD.

The Municipality of Red Lake MSD Education and Training will ensure that workers can:

- Recognize MSD risk factors and change their work area or their work habits to prevent injuries;
- Recognize and report signs and/or symptoms of MSD's to their supervisor;



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- Be aware of the potential health effects associated with MSD;
- Learn safe work practices that will help them prevent MSD;

Use proper techniques and use mandatory PPE and other control measures that have been implemented at all times.

<https://www.msdpreservation.com/Risk-Assessment-Process.htm>

