

Policy

Policy Title: Musculoskeletal Injuries (MSI)	Document No: 10211
Department: Safety	Revision No. 01
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1. Purpose

To eliminate or minimize risks leading to musculoskeletal injury at work and to comply with regulations that requires that employers ensure that procedures are implemented for musculoskeletal injury prevention. Musculoskeletal Injury, often chronic, is one of the most costly injuries for organizations and individuals.

2. Scope

2.1. This policy applies to all departments within the Conviron business.

3. References

3.1. MR 217/2006 Part 8, Musculoskeletal Injuries; Manitoba Workplace Safety and Health Division's Guideline for the Prevention of Musculoskeletal Injuries

4. Definitions

Musculoskeletal Injury (MSI): is "an injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels or related soft tissue including a sprain, strain and inflammation that may be caused or aggravated by work." MSI is sometimes also referred to as work-related musculoskeletal disorder, cumulative trauma disorder, repetitive strain injury, or activity-related soft tissue disorder. MSI typically affects the back, neck, shoulders, elbows, wrists, hands, knees, or ankles. It usually develops over time as a result of one or more of the following risk factors.

Awkward posture or body positioning: refers to positions of the body while performing work activities that deviate significantly from the neutral position.

Ergonomics: the study of people's efficiency in their working environment.

Contact stress: occurs when a tendon, nerve, or blood vessel is stretched or bent around a bone or tendon. This can occur when part of the body rubs against a component of a workstation. Nerves can be irritated or blood vessels can be constricted.

Fatigue: state of emotional, mental, and physical exhaustion.

Excessive force: motions that place higher mechanical loads on muscles, tendons, ligaments and joints.

Line of fire: is placing oneself in a hazardous situation typically due to rushing, frustration, fatigue or, complacency.

Material handling: contributes to musculoskeletal disorders often involve strains and sprains to the lower back, shoulders, and upper limbs.

Personal lifting techniques: improper lifting techniques can result in sprains and strains of the lower back, shoulders and upper limbs.

Repetitive motion: repetitive tasks such as forceful exertions, vibrations, mechanical compression, or sustained or awkward positions that can result in musculoskeletal disorders.

Soft tissue injuries: is the damage of muscles, ligaments and tendons throughout the body.

Static posture: any position that is held for a long time. A static posture may result in fatigue and even injury over time.

Working surfaces: is the design of the area in which a person works to prevent musculoskeletal disorders.

5. Responsibilities

5.1. Employer

- 5.1.1. Develop, implement, and maintain a musculoskeletal injury prevention procedure.
- 5.1.2. Establish a process to ensure that all managers and supervisors are accountable for MSI prevention in their areas.
- 5.1.3. Ensure that existing policies and procedures encourage participation in the MSI prevention procedure.
- 5.1.4. Include the program in all strategic planning, budgeting, and human resources plans.
- 5.1.5. Consult with workers and the Workplace Safety and Health Committee regarding MSI prevention.
- 5.1.6. Ensure that all managers, supervisors, and workers follow MSI prevention requirements.
- 5.1.7. Ensure that orientation of new workers includes MSI prevention education and training.
- 5.1.8. Ensure an annual review of the MSI policy and prevention procedure.

5.2. Supervisors

- 5.2.1. Ensure that all workers under your direct supervision comply with this policy.
- 5.2.2. Ensure that the risks of MSI are identified, assessed, and controlled for all jobs.

- 5.2.3. Ensure that all workers under your supervision know the early signs and symptoms of MSI, their potential health effects, and what to do if they have signs or symptoms.
- 5.2.4. Ensure that all workers under your supervision are trained in safe work practices and MSI control measures.
- 5.2.5. Encourage and support workers reporting of MSI signs and symptoms.
- 5.2.6. Encourage and support investigations in response to reported MSI signs and symptoms.
- 5.2.7. Ensure that workers have the necessary equipment and use it properly.
- 5.2.8. Ensure consultation with the Workplace Safety and Health Committee, and workers regarding MSI prevention, when required.
- 5.3. All Workers / Contracted Employers / Self-employed Persons (delete if not applicable)
 - 5.3.1. Comply with, and actively participate in, all aspects of the MSI prevention policy and procedures.
 - 5.3.2. Follow MSI prevention safe work practices.
 - 5.3.3. Know the early signs and symptoms of MSI, including potential health effects and control measures for prevention.
 - 5.3.4. Participate in education and training on established safe work practices and the use of equipment.
 - 5.3.5. Report risks of MSI to supervisors.
 - 5.3.6. Report signs and symptoms of MSI to supervisors.
 - 5.3.7. Cooperate in the investigation of risk factors or incidents.
 - 5.3.8. Cooperate in the development and implementation of control measures.
 - 5.3.9. Use personal protective equipment such as anti-vibration gloves and knee pads and safety equipment provided by the employer.
- 5.4. Workplace Safety and Health Committee
 - 5.4.1. Evaluate the MSI prevention procedure and make recommendations to improve it, if required.
 - 5.4.2. Collaborate with all levels of the organization during the MSI prevention process.

6. Procedure

- 6.1. Safe and Healthy Work Environment
 - 6.1.1. Conviron aims to provide a safe and healthy work environment for its workers by ensuring that risk factors that may contribute to the development of musculoskeletal injuries are identified, assessed and eliminated or mitigated.
- 6.2. Training
 - 6.2.1. All Workers shall receive training and education in identifying and controlling MSI. This training shall be delivered prior to commencing work and shall be workplace specific. Specialized training must be provided for workers to handle new tasks.

6.3. Hazard Identification

- 6.3.1. An analysis of the workplace is required in order to identify jobs and workstations that may pose MSI hazards. The causes of these hazards must be determined before controls can be identified.

6.4. Development of Controls

- 6.4.1. Once MSI hazards have been identified, controls must be developed in order to eliminate or reduce these hazards by changing the jobs, workstations, tools or environment to fit the worker.

6.5. Medical Management

- 6.5.1. Medical management is the effective use of available healthcare resources to prevent or manage MSI. The workplace-based medical management program is composed of three aspects:

- Injury Prevention: worker involvement, training and education, and hazard identification and controls.
- Injury Management and Early Intervention: an injured worker is given a professional, timely assessment, and is involved in a return-to-work program.
- Chronic Injury: disability management is required.

6.6. Policy Review

- 6.6.1. Conviron and the WSH Committee will review the effectiveness of this policy and procedures every three years at a minimum.

7. Revision History

Revision Number	Notes
0	<i>New Procedure</i>

8. Attachments

N/A