


# POLICY

	Policy:	<b>MUSCULOSKELETAL DISORDER (MSD) PREVENTION</b>		
	Department:	Corporate Services	By-Law No.:	N/A
	Division:	Human Resources	Approval Date:	Jan. 28, 2019
	Administered By:	Manager of Human Resources		
	Replaces:	N/A		
	Attachments:	N/A		

## 1. POLICY STATEMENT

The Corporation of the Town of Amherstburg is committed to minimizing exposure to Musculoskeletal Disorder (MSD) hazards.

## 2. PURPOSE

This policy provides the framework necessary to increase MSD awareness, decrease the risk of MSDs, promote and support the health and safety of all employees and provide the necessary equipment, resources, and effective training to do so.

## 3. SCOPE

- 3.1. This policy applies to all Town employees.
- 3.2. This policy shall be reviewed at least every five (5) years from the later of the approval date or the revision date, and/or sooner at the discretion of the Chief Administrative Officer or designate.

## 4. DEFINITIONS

Common definitions, acronyms, and terms are available in the Glossary located on the Town's Policies webpage or the Town (T:) drive.

- 4.1. **Awkward Posture** refers to positions of the body that deviate significantly from the neutral position while performing work activities. When working in an awkward position, muscles operate less efficiently, and more force must be expended to do the task.
- 4.2. **Ergonomic(s)** is the scientific study of people and their working conditions, especially done in order to improve effectiveness.
- 4.3. **Joint Health and Safety Committee (JHSC)** is a volunteer group of individuals from various departments/divisions representing unionized and non-unionized workers and supervisors. Its main function is to monitor safety risks and act in an advisory role to the Human Resources division for workplace safety matters. Through workplace inspections and incident/illness/near miss reports, the JHSC monitors the presence of hazards for unionized and non-unionized workers and worksites and may make recommendations for controls where the JHSC deems it is necessary.

- 4.4. **Musculoskeletal Disorders (MSDs)** are injuries and disorders that affect the human body's movement or musculoskeletal system (i.e. muscles, tendons, ligaments, nerves, discs, blood vessels, etc.)
- 4.5. **Work Organization** refers to the control of work and the division of labour. It includes the tasks performed, who performs them and how they are performed in the process of making a product or providing a service.

## 5. **INTERPRETATIONS**

Any reference in this Policy to any statute or any section of a statute shall, unless expressly stated otherwise, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a By-law or Town policy shall be deemed to be a reference to the most recent passed policy or By-law and any replacements thereto.

## 6. **GENERAL CONDITIONS**

### 6.1. **Orientation and Education**

- 6.1.1. MSD education and job specific MSD awareness training will be provided to all new employees during new hire orientation.
- 6.1.2. MSD education will be provided to existing employees every 3 years.

### 6.2. **MSD Hazard and Incident Reporting**

- 6.2.1. MSD hazards include but are not limited to:
  - 6.2.1.1. Force;
  - 6.2.1.2. Fixed or awkward posture;
  - 6.2.1.3. Repetition;
  - 6.2.1.4. Vibration;
  - 6.2.1.5. Temperature;
  - 6.2.1.6. Work organization; and
  - 6.2.1.7. Work methods.
- 6.2.2. MSD hazards and incidents must be reported.

### 6.3. **Purchasing**

- 6.3.1. Ergonomic features shall be considered prior to decisions being made about the purchase of new equipment or new furniture.
- 6.3.2. Ergonomic considerations will be included in purchasing specifications and similar documents where applicable.

### 6.4. **Building and Equipment Design**

- 6.4.1. Ergonomic considerations will be made for building expansions or modifications, fit-up and furnishings following AODA and ergonomic guidelines.
- 6.4.2. Ergonomic considerations will be made when new or replacement equipment is being introduced into the work environment.

### 6.5. **Simple MSD Risk Assessment**

- 6.5.1. Risk assessments will be conducted by the JHSC and the supervisor to identify hazards and make recommendations for preventative/corrective controls.

6.6. **In-Depth MSD Risk Assessment**

6.6.1. The Town recognizes that it may be necessary to obtain outside assistance for the completion of an in-depth MSD risk assessment. Certified ergonomic professionals will be contacted as needed.

7. **RESPONSIBILITIES:**

7.1. **Council** has the authority and responsibility to:

7.1.1. Support ergonomic initiatives through policy and funding.

7.2. **Managers and Supervisors** have the authority and responsibility to:

7.2.1. Enforce the program through proactive workplace safety practices and regular monitoring programs.

7.3. **Staff** has the authority and responsibility to:

7.3.1. Comply with the policy and procedures at all times.

7.4. **The Joint Health and Safety Committees** have the authority and responsibility to:

7.4.1. Make recommendations for improvements to the program.

8. **REFERENCES AND RELATED DOCUMENTS**

8.1. The Ontario Occupational Health and Safety Act

8.2. Health and Safety Policy Statement