Intent

The Town of Minto is committed to providing a healthy and safe working environment for all staff. Recognizing that Musculoskeletal Disorders (MSDs) are a significant concern in our workplace, we the Town of Minto will demonstrate our commitment to minimizing exposures to MSD hazards by providing the resources to ensure that MSD hazards are recognized and suitable control strategies are put in place. This will be accomplished through the identification and correction of ergonomic hazards. The success of this program will rely on the full cooperation of all workplace parties (employers, supervisors and staff).

Definitions

Musculoskeletal disorders (MSDs) are injuries and disorders affecting muscles, tendons, ligaments, joints and nerves. They are sometimes called repetitive strain injuries, cumulative trauma disorders, or sprains and strains. Musculoskeletal disorders may be caused or aggravated by various risk factors in the workplace, including repetitive, forceful or awkward movements, static posture, contact pressure, vibration, etc. MSDs do not include injuries that are a direct result of a sudden, single event involving an external source, for example, a fall or vehicle accident.

Statement

In recognition that musculoskeletal disorders account for approximately half of all lost time injuries reported to WSIB, a Musculoskeletal Prevention Program with the following elements shall be in place:

- Use of the RACE Method (Recognize, Assessment, Control & Evaluation) regarding workplace hazards (As per the Hazard and Recognition Control Policy)
- Orientation of all new staff on the MSD program and provide ongoing training of management, supervisors and employees on MSD awareness hazards and control measures
- Requirement to report all MSD hazards and incidents to the JHSC through the Town of Minto Near Miss Form and Incident Report Form while ensuring positive reinforcement of workers reporting MSD signs and symptoms.
- The JHSC will incorporate MSD hazard recognition in workplace inspections and incident investigations and make recommendations as required.
- Proactively integrating ergonomic principles into purchasing, workplace design and work techniques

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MSD Policy Responsibilities

**Department Head, Manager, Supervisor Responsibilities**
- Ensure that training in MSD awareness, site-specific MSD hazards/controls and safe work practices is provided to all employees initially and ongoing
  - Identify workplace conditions and practices that may be a concern and provide the necessary equipment and resources to control the ergonomic hazards and concerns, if required.
  - Encourage employees to report MSD incidents and concerns and respond by taking immediate steps to investigate and control hazards
  - Ensure Joint Health and Safety Committee’s concerns and recommendations regarding MSD prevention are addressed
  - Control recognized ergonomic hazards through engineering controls and/or administrative controls, and elevate concerns to a more senior management level if control measures are not within their ability to implement
  - Develop safe work procedures to eliminate or reduce recognized ergonomic hazards
  - Incorporate ergonomic hazard prevention strategies in the purchase of new tools, equipment, vehicles and furniture
  - Incorporate ergonomic principles whenever a workstation or work environment is being designed or renovated, or whenever work processes or work organization is being changed

**Worker Responsibilities**
- Adhere to the MSD Prevention Policy and Program
  - Comply with safe work procedures
  - Participate in MSD training and practice MSD prevention strategies
  - Correctly use the tools and equipment provided in accordance with the manufacturers’ recommendations
  - Report to the appropriate Manager or Supervisor any unsafe acts, unsafe tasks, unsafe conditions, or tool and equipment problems that create ergonomic hazards or MSD injuries
  - Report to the appropriate Manager or Supervisor any musculoskeletal discomfort that affects job performance

**JHSC Responsibilities**
- Communicate, promote, and support the MSD Prevention Policy and Program
- Review injury/incident reports to identify MSD hazards and recommend corrective action
- Incorporate MSD hazard identification and communication in regular workplace inspections
- Provide input on hazard identification, control measures, safe work procedures, MSD training, MSD Prevention Program
- Ongoing evaluation of the program