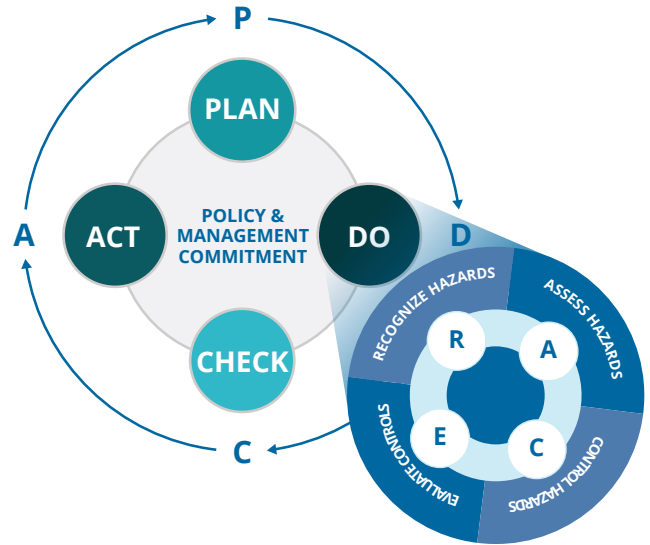


Health & Safety Program Development:

How to Include Musculoskeletal Disorder (MSD) Prevention

Be aware of the legal requirements for workplace Health and Safety, which are outlined in [Ontario's Occupational Health and Safety Act](#) (OHS). MSD hazards must be treated the same as any other workplace hazard. This means they need to be:

- recognized and identified
- assessed
- eliminated or controlled



Get started by building a foundation for MSD prevention in your organization

Requirements under the Occupational Health and Safety Act	MSD Prevention Guideline Steps
<p>POLICY & MANAGEMENT COMMITMENT</p> <p>A commitment to protecting workers' health & safety based on OH&S.</p> <ul style="list-style-type: none"> • Workplaces with 6 or more workers are required to write, post and maintain the following: <ul style="list-style-type: none"> ◦ Health and safety policy ◦ Workplace violence prevention policy ◦ Workplace harassment prevention policy • Assign roles and responsibilities based on the Internal Responsibility System (IRS): <ul style="list-style-type: none"> ◦ Employer/Manager ◦ Supervisor ◦ Worker ◦ Health & Safety Representative (H&S Rep.) for >5 workers ◦ Joint Health & Safety Committee (JHSC) for >19 workers 	<p>STEP 1 Management creates a MSD Prevention Policy as an important aspect of the organization's strategy and commitment to protect the health, safety and wellbeing of workers, as well as improve productivity, quality and organizational performance.</p> <p>STEP 1 Include the specific MSD prevention roles for workplace parties in the IRS.</p>

Build MSD prevention activities into your Health and Safety Program

<p>PLAN</p> <p>Provide Training:</p> <ul style="list-style-type: none"> • Worker health and safety awareness in 4 steps • Supervisor health and safety awareness in 5 steps • Specific to Health and Safety Representative and Joint Health and Safety Committee • Workplace hazards and control (i.e., WHMIS and specific hazard training where applicable) • Safe work practices and procedures when performing assigned tasks • Maintain records of training completed and provide proof of completion <p>Worker Participation: ensure that workers feel comfortable to:</p> <ul style="list-style-type: none"> • Identify and report hazards • Share concerns and suggestions • Report workplace injuries and discomfort <p>Communicate: with all workplace parties</p> <ul style="list-style-type: none"> • Roles and responsibilities • Process, activities and schedules • Encourage open discussion to improve safety culture <p>Establish a Process: review all jobs</p> <ul style="list-style-type: none"> • Allocate time and resources for Health & Safety activities, including monthly inspections and JHSC meetings (as applicable) • Create goals, schedules and reasonable targets • Develop plans for managing changes to the workplace 	<p>STEP 2 Training by a competent person on MSD, MSD hazards and controls, and safe work practices for MSD prevention.</p> <p>STEP 2 Use MSD hazard sheets, discomfort surveys, injury tracking to help collect valuable information from workers.</p> <p>STEP 2&3 Communicate MSD prevention roles, MSD Prevention Plan and Inspection Teams.</p> <p>STEP 3 Create MSD Prevention Plan to outline the objectives, methods and expectations of MSD prevention activities.</p>
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For more info visit:
msdprevention.com

RESEARCH MEETING PRACTICE TO PREVENT MUSCULOSKELETAL DISORDERS (MSD)
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Centre of Research Expertise
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Musculoskeletal Disorders

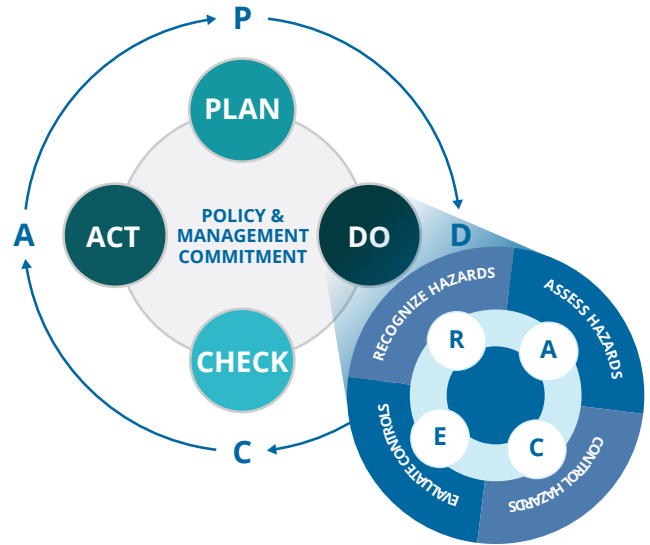


Health & Safety Program Development:

How to Include MSD Prevention

Be aware of the legal requirements for workplace Health and Safety, which are outlined in Ontario's Occupational Health and Safety Act (OHSA). A person who is convicted of an offence under the OHSA may be sentenced to:

- a fine of up to \$100,000 for an individual and/or up to 12 months imprisonment
- a fine of up to \$1,500,000 for a corporation



Requirements under the Occupational Health and Safety Act		MSD Prevention Guideline Steps
DO	Continuous Hazard Intervention (RACE Model) Ongoing process to understand health and safety risks and control them to protect workers.	
	RECOGNIZE HAZARDS <ul style="list-style-type: none"> • Observe workers and the work environment • Conduct workplace inspection checklists, hazard checklists • Collect worker feedback 	STEP 4 Use Workplace Inspection Checklist , feedback surveys and MSD hazard checklists from the Tool Picker .
	ASSESS HAZARDS <ul style="list-style-type: none"> • Determine root cause of hazards • Determine level of risk 	STEP 4 Perform root cause analysis and prioritize hazards . A trained and experienced person performs in-depth MSD risk assessments.
	CONTROL HAZARDS <ul style="list-style-type: none"> • Follow the hierarchy of controls • Develop solutions to eliminate or control hazards • Trial controls with worker feedback 	STEP 5 Use examples from the Control Picker and feedback surveys .
	EVALUATE CONTROLS <ul style="list-style-type: none"> • Implement feasible solutions and monitor effectiveness • Measure impact of solutions • Provide training on control measures 	STEP 6&7 Use worker feedback survey . Identify training needs on an ongoing basis.
CHECK	Evaluate the Process <ul style="list-style-type: none"> • Was there sufficient time and resources allocated? • Did the Health & Safety activities achieve goals and targets? • Percentage of hazards eliminated and controlled 	STEP 8 MSD hazards eliminated and controlled.
ACT	Communicate with all workplace parties <ul style="list-style-type: none"> • Acknowledge all parties involved in the process • Share results of the process • Report on successes and areas for improvement • Encourage open discussion to improve safety culture 	STEP 9 Document and communicate evaluation results and lessons learned.
	Review the Program at least once a year <ul style="list-style-type: none"> • Identify strengths, gaps, barriers and lessons learned • Continuous improvement 	STEP 10 Successes and failures should be reviewed to identify areas for improvement. Update policies and procedures accordingly.



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