

# Musculoskeletal Disorder (MSD) Prevention Program Checklist

Is your organization preparing to integrate MSD prevention into the Health and Safety program or preparing for an audit of the program? This checklist can be used in the initial design and review to check program alignment with key areas of the MSD Prevention Guideline for Ontario. For more detailed information on the 10 steps for MSD prevention, please review the [Basic Guideline](https://www.msdpreservation.com/Basic-step-by-step.htm) (https://www.msdpreservation.com/Basic-step-by-step.htm).

| Establish a Foundation   | Check if 'YES' | Check if 'NO' | Resources   |
|--|----------------|---------------|---|
| <b>STEP 1: MANAGEMENT COMMITMENT AND LEADERSHIP</b>  |                |               |   |
| <ul style="list-style-type: none"> <li>Does the organization have an Occupational Health and Safety (OHS) policy including commitment to comply with legal requirements?</li> </ul>                    |                |               | <ul style="list-style-type: none"> <li>- <a href="#">Prepare an OHS Policy</a></li> <li>- <a href="#">Guide to Writing an OHS Policy Statement</a></li> </ul> |
| <ul style="list-style-type: none"> <li>Does the organization have an MSD prevention policy, which recognizes MSD prevention and ergonomics as a component of the health and safety program?</li> </ul> |                |               | <ul style="list-style-type: none"> <li>- <a href="#">Sample MSD Prevention Policy</a></li> </ul>  |
| <ul style="list-style-type: none"> <li>Has the organization defined and assigned MSD prevention roles and responsibilities?</li> </ul>   |                |               | <ul style="list-style-type: none"> <li>- <a href="#">MSD Prevention Roles</a></li> </ul>  |
| <ul style="list-style-type: none"> <li>Has the organization allocated time and resources for the implementation and maintenance of the program?</li> </ul>   |                |               |   |
| <ul style="list-style-type: none"> <li>Does the organization provide awareness on the benefits of MSD prevention at the supervisor/management level?</li> </ul>  |                |               |   |

| PLAN | Program Elements   | Check if 'YES' | Check if 'NO' | Resources  |
|------|--|----------------|---------------|--|
|      | <b>STEP 2: FACILITATE AND ENCOURAGE WORKERS' PARTICIPATION</b>   |                |               |  |
|      | <ul style="list-style-type: none"> <li>Does the program include training on recognizing the signs and symptoms of MSD and the work-related MSD hazards?</li> </ul>   |                |               | <ul style="list-style-type: none"> <li>- <a href="#">Training Record Keeping Template</a></li> </ul>                                     |
|      | <ul style="list-style-type: none"> <li>Does the program involve workers in identifying MSD hazards and encourage early reporting of pain and discomfort?</li> </ul>  |                |               |  |
|      | <ul style="list-style-type: none"> <li>Is worker participation facilitated through all steps of the program and are any barriers to participate removed?</li> </ul>  |                |               |  |
|      | <ul style="list-style-type: none"> <li>Does the program engage and keep the Joint Health and Safety Committee (JHSC), or Health and Safety Rep. informed on MSD hazards, assessment, and control methods for MSD risks?</li> </ul> |                |               |  |
|      | <ul style="list-style-type: none"> <li>Are there strategies within the program which support a culture of open communication about workplace hazards and MSD prevention activities?</li> </ul>                                     |                |               |  |
|      | <b>STEP 3: PLAN HAZARD IDENTIFICATION AND RISK ASSESSMENT</b>  |                |               |  |
|      | <ul style="list-style-type: none"> <li>Does the program include a process and schedule to inspect all jobs/tasks and document results?</li> </ul>  |                |               |  |
|      | <ul style="list-style-type: none"> <li>Is the inspection team for identifying MSD hazards on jobs/tasks outlined within the program?</li> </ul>  |                |               | <ul style="list-style-type: none"> <li>- <a href="#">Inspection Team</a></li> </ul>  |
|      | <ul style="list-style-type: none"> <li>Are appropriate MSD hazard identification tools and risk assessment methods for the jobs/tasks utilized?</li> </ul>   |                |               | <ul style="list-style-type: none"> <li>- <a href="#">General MSD Hazards</a></li> <li>- <a href="#">Risk assessment tools</a></li> </ul> |
|      | <ul style="list-style-type: none"> <li>Does the program include training the inspection team and JHSC on identifying MSD hazards through observation and engagement with workers who perform the jobs/tasks?</li> </ul>            |                |               | <ul style="list-style-type: none"> <li>- <a href="#">Work Observation</a></li> <li>- <a href="#">Workplace Inspection</a></li> </ul>     |
|      | <ul style="list-style-type: none"> <li>Is there a tracking method for types of incidents and injuries to document the jobs/tasks where MSD have been reported?</li> </ul>  |                |               |  |
|      | <ul style="list-style-type: none"> <li>Is there a tracking method for pain/discomfort to document the jobs/tasks where MSD symptoms have been reported?</li> </ul>   |                |               |  |



For more info visit:  
[msdpreservation.com](https://msdpreservation.com)

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



|       | Program Elements  | Check if<br>'YES' | Check if<br>'NO' | Resources   |
|-------|---|-------------------|------------------|---|
| DO    | <b>STEP 4: MSD HAZARD IDENTIFICATION &amp; RISK ASSESSMENT</b>  |                   |                  |   |
|       | • Is there a process to anticipate MSD hazards in initial design, installation, operation, and maintenance of new work systems?   |                   |                  |   |
|       | • Does the program include methods to collect workers' concerns/activities/task demands that are contributing to fatigue or discomfort on jobs/tasks?                             |                   |                  | - <a href="#">Staff Feedback Survey</a><br>- <a href="#">Discomfort Survey</a><br>- <a href="#">Perceived Exertion Survey</a> |
|       | • Are MSD hazards identified on all jobs/tasks using MSD hazard identification tools and checklists?  |                   |                  | - <a href="#">General MSD Hazards</a><br>- <a href="#">Risk assessment tools</a>  |
|       | • Does the program include a method to prioritize job/tasks requiring further analysis through multiple sources, such as MSD hazards, worker feedback and MSD incidents/injuries? |                   |                  | - <a href="#">Prioritization worksheet</a>  |
|       | • Does the program include root cause analysis of MSD hazards on prioritized jobs/tasks?  |                   |                  | - <a href="#">Root Cause Analysis</a><br>- <a href="#">Fishbone Worksheet</a>   |
|       | • Does the program outline a process for in-depth risk assessment when required?  |                   |                  |   |
|       | <b>STEP 5: TARGETS &amp; GOALS FOR CHOOSING CONTROLS</b>  |                   |                  |   |
|       | • Is a collaborative team approach used to brainstorm ideas and options to control MSD hazards?   |                   |                  | - <a href="#">Hazard Controls</a>   |
|       | • Are controls selected using the hierarchy of controls model to determine the highest impact controls?   |                   |                  | - <a href="#">Hierarchy of controls</a>   |
|       | • Does the program include a selection process, action plan and timeline for implementation of controls?  |                   |                  |   |
|       | <b>STEP 6: CONTROL HAZARDS</b>  |                   |                  |   |
|       | • Does the program facilitate collaboration with all parties to implement and trial controls as well as inform workers affected by the changes?                                   |                   |                  |   |
|       | <b>STEP 7: EDUCATION AND TRAINING</b>   |                   |                  |   |
|       | • Does the program include ongoing training on awareness of MSD hazards and how to identify, report and control them?   |                   |                  | - <a href="#">Training Record Keeping Template</a>  |
|       | • Does the program include specific training for workers on how to use MSD controls and use of safe work practices?   |                   |                  |   |
| CHECK | <b>STEP 8: EVALUATE CONTROLS</b>  |                   |                  |   |
|       | • Is there a process to evaluate controls and follow up with workers to confirm the reduction in exposure to MSD hazards?   |                   |                  | - <a href="#">Staff Feedback Survey</a>   |
| ACT   | • Does the program include inspections to ensure that no new hazards/concerns result from the MSD hazard controls?  |                   |                  |   |
|       | <b>STEP 9: DOCUMENT LESSONS LEARNED</b>   |                   |                  |   |
|       | • Does the program include a process to review worker participation and document feedback from all parties on improvement to working conditions?                                  |                   |                  |   |
|       | • Are reports created to communicate results from activities and identify gaps, barriers, and areas for improvement?  |                   |                  |   |
|       | <b>STEP 10: REVIEW PROCESSES</b>  |                   |                  |   |
|       | • Is the program evaluated/audited to establish MSD prevention targets, goals, and training needs on an annual basis?   |                   |                  |   |
|       | • Are meetings planned to discuss areas for improvement with all parties and update the policy and program as required?   |                   |                  |   |