Program Timeline & MSD Prevention Guideline Steps

		STEP 1 Demonstrate Management Commitment and Leadership	STEP 2 Facilitate and Encourage Workers' Participation	STEP 3 Plan Hazard Identification and Risk Assessment	STEP 4 Conduct Hazard Identification and Risk Assessments	STEP 5 Develop a set of Targets and Goals to Eliminate Hazards & Control Risks	STEP 6 Control Hazards & Implement Changes to Achieve Targets & Goals	STEP 7 Provide Education and Training	STEP 8 Evaluate Controls, the Program and the Organization's Performance	STEP 9 Document Lessons Learned and Stakeholders' Feedback	STEP 10 Review Processes, Achievements, and Identify Areas for Improvement
Timeframe	**Process/Activity**	**Step 1**	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Step 6**	**Step 7**	**Step 8**	**Step 9**	**Step 10**
2007	Senior management identified the priority of MSD reduction	●									
2007	Corporate MSD Prevention Team formed (including representatives of labour and all business units) to develop OPG MSD Prevention Strategy & Implementation Plan	●	●			●			●	●	
2007	MSD injury rate added to safety performance metrics	●				●			●		●
2008-2009	Mandatory MSD Prevention Training	●	●					●			
2008-2009	Safety Meeting Series on MSD Prevention	●	●	●				●			
2008-2009	Proactive Reporting targets for MSD Hazards	●	●	●	●	●	●				●
2008-2009	MSD Hazards on JHSC Workplace Inspection Checklist		●	●	●						●
2008-2009	MSD Management Guidelines developed for workers and supervisors		●	●				●			
2008-2009	Detail added to injury reporting form to provide more specific data on reported MSDs				●				●		
2010-2012	Cart Database developed to guide selection of safest carts for certain loads and tasks to reduce risks in material handling			●	●	●	●			●	
2010-2012	Targets set for departments across the company to implement and share Ergonomic Improvements	●	●			●	●		●	●	
2010-2012	Ergonomic Change Database developed for sharing ergonomics improvements across the company		●		●		●			●	
2016-2018	Implementation of "iCare" safety culture (values-based vs. rules-based; "why I care to work safely"), relating to all aspects of safety including MSD prevention	●	●					●		●	●
2016-2018	"iCare SnapShot" Paired Observations in the field with safety advisors and supervisors, on selected safety focus areas including MSD prevention; checklist and guidance provided	●	●	●	●					●	●