## ERGONOMICS POLICY

[Organization Name] understands the importance of proper ergonomics to the creation of a safe and healthy work environment as outlined in the *Occupational Health and Safety Act* and the MSD Prevention Guidelines for Ontario. We are committed to identifying tasks, tools, machinery, workstations, and work practices that stress the musculoskeletal system, and make modifications wherever practical and feasible to keep our employees safe.

## DEFINITIONS

“Ergonomics” is the scientific discipline concerned with understanding interactions between humans and other system elements, as well as the profession that applies theory, principles, data, and methods to design to optimize human well-being and overall system performance.

“Ergonomic Stressors” are conditions that cause biomechanical stress in the human body and are linked to an increased risk of developing musculoskeletal disorders.

“Musculoskeletal Disorders” (MSDs) are illnesses that affect the muscles, nerves, tendons, ligaments, joints, cartilage, and spinal discs. Disorders caused by slips, trips, falls, motor vehicle accidents, or other similar accidents are not considered MSDs. Carpal tunnel syndrome, Rotator cuff syndrome, De Quervain's disease, Trigger finger, Tarsal tunnel syndrome, Sciatica, Epicondylitis, Tendinitis, Raynaud's phenomenon, Carpet layers knee, Herniated spinal disc, and Low back pain are all examples of MSDs.

“Work-related Musculoskeletal Disorder Hazards (WMSD Hazard)” are work activities and/or work conditions that contain ergonomic stressors that are reasonably likely to cause or contribute to an MSD.

## POLICY

[Organization Name] believes in taking a proactive approach to the musculoskeletal health of our employees. To ensure the success of our ergonomics program, all employees must be aware of their roles and responsibilities.

Employee Responsibilities

* Be aware of ergonomic issues, including the following:
  + proper body positioning
  + basic furniture and equipment adjustments
* Ask for assistance when needed
* Inform their supervisors, ergonomic workgroup, and/or health and safety committee or representative of any discomfort as soon as possible
* Report any equipment repair needs to management right away

Supervisors’ Responsibilities

* Be mindful of ergonomic concerns such as the following:
  + correct body positioning
  + basic furniture and equipment modifications
* Evaluate workstation configuration by observing employees at work
* Make recommendations and/or changes when necessary
* Refer challenging situations to the ergonomics workgroup/health and safety committee or representative, if applicable for individual evaluation
* Management will support an efficient MSD reporting system and will respond to reports as soon as possible. Employees will be informed about the program on a regular basis by management.

The Organization/Ergonomic Work Group (if applicable) should:

* Ask employees for their input and assistance in identifying ergonomic risk factors in the workplace
* Conduct initial ergonomic awareness training for all new hires and current employees
* Hold follow-up training sessions as needed
* Perform an assessment of individual workstations for employees experiencing or reporting discomfort
* Coordinate any adjustment in a workstation with appropriate resources and consulting

The success of our ergonomics program requires the cooperation of all workplace parties to identify problem jobs, identify and action plan current and potential risk areas and conduct worksite evaluations as needed. Once completed it is imperative that training and documentation be done to follow up and rectify identified issues and risks.

Worksite Evaluation Methods

When evaluating jobs, a variety of methods will be used, including:

* Inspection and observations
* Employee interviews
* Surveys and questionnaires
* Checklists
* Worksite evaluations in depth

### Training

Training is designed to improve managers', supervisors', and employees' ability to recognize work-related ergonomic risk factors and understand and apply appropriate control strategies. Training about ergonomics will be provided about how to recognize and control ergonomic risk factors during the following:

* Orientation, to all new employees
* When current employees are moving to a new position with a different ergonomic setup
* Any time new jobs, tasks, tools, equipment, machinery, workstations, or processes are introduced
* When there is a high level of exposure to ergonomic risk factors

### Program Evaluation and Follow-up

Monitoring and evaluation will be carried out regularly to ensure that issues have been addressed and that new problems have not been created. Individual interviews and checklists are used to reevaluate the job/task to ensure that risks have been reduced, minimized, or eliminated.

Documentation/Records

Records documenting the identification, prevention, and control of employee exposure to ergonomic risk factors will be retained by [Organization Name].