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MSD Prevention Guideline - Implementation Strategies to Assist Small Business

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What Is the MSD Prevention Guideline?

- The Guideline has been written to fit into common health and safety programs and provide step-by-step instructions on what needs to be done and how to do it.

- Resources have been created to help you problem solve and improve your workplace.

- Roadmap to success

STEP 1	Demonstrate Management Commitment and Leadership	Senior Management provide the leadership, vision, and resources needed to implement an effective **MSD prevention** program within the organization's overall Health and Safety program. Management is fully committed to continuously improving workplace health, safety and wellbeing.
STEP 2	Facilitate and Encourage Workers' Participation	An effective OH&S program includes the meaningful participation of workers. Workers know their jobs and are aware of potential hazards that are not known to others in the organization. Support for open communication about health and safety hazards, **including prevention of MSD**, is critical.
STEP 3	Plan Hazard Identification and Risk Assessment	A hazard identification and risk assessment process that **includes hazards related to MSD** is key for the prevention of injury and well-being. The management develops, implements, documents and maintains a risk assessment process that **includes MSD hazards**.
STEP 4	Conduct Hazard Identification and Risk Assessments	Perform hazard identification and risk assessment that **includes hazards related to MSD**, including anticipation of hazards being introduced by new equipment or processes. A process that includes the understanding of the root causes of injuries, **including MSD**, facilitates the selection and implementation of effective controls. *This element completes the first two parts of the Recognize, Assess, Control and Evaluate cycle.*
STEP 5	Develop a Set of Targets and Goals to Eliminate Hazards & Control Risks	Effective controls protect workers from workplace hazards. They prevent injuries, illnesses, and incidents, minimize or eliminate OH&S risks **including those related to MSD**, and help employers provide workers with safe and healthy working conditions.
STEP 6	Control Hazards and Implement Necessary Changes to Achieve Goals and Targets	All the hazard identification, risk assessment and planning are for nothing if the necessary changes are not made **including those related to MSD**. This step is therefore of the utmost importance: of course, good planning is needed but the whole OH&S program must support this step for an effective program to protect workers' health, safety and well-being and be more productive. *This element completes the third part of the Recognize, Assess, Control and Evaluate cycle.*
STEP 7	Provide Education and Training	Legally, workers must know about workplace hazards, **including those related to MSD**, and measures that are in place to control them, so they can work safely.
STEP 8	Evaluate Controls, the Program and Organization's Performance	Evaluate controls **including those related to MSD**. This should be done during implementation of the changes, shortly after their implementation and on an ongoing basis. To ensure that control measures remain effective, track progress in implementing controls, inspect controls once they are installed. *This element completes the fourth part of the Recognize, Assess, Control and Evaluate cycle for hazards, including those related to MSD.*
STEP 9	Document Lessons Learned and Stakeholders' Feedback	The OH&S program, **including MSD prevention**, is reviewed to identify gaps and barriers and areas for improvement. Report back to top management.
STEP 10	Review Processes, Achievements, and Identify Areas for Improvement	Management reviews the process and achievements and identifies areas for improvement. Management provides support for implementing measures to correct any deficiencies identified, **including those related to MSD prevention**.

https://www.msdprevention.com/Prevent-MSD.htm

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Common Statement: I Don't Have Time

- Think about your decisions, day to day or otherwise

    - Based on the knowledge of your business
    - Purchases made to ease workload
    - How will you do more with less

- Challenges
    - Hiring and retaining staff
    - Having enough time
    - Complying and running a business. Do they conflict?

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Common Statement: I Don't Have Time

- Back pain and other MSD are the biggest cause of pain and disability at work in Ontario and world-wide.

- Small business owners and managers wear many hats and need to do everything, from payroll to sales.

- The Guideline is a simple way to improve your workplace.

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Small Business and Ergonomics

- The responsibilities of small business owner are the same as for any other sized organization

- In Ontario, "The employer has the greatest responsibilities with respect to health and safety"

- Investing in workplace health and safety is an investment in your employees and your business success.

- It will take time

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Small Business and Ergonomics

- MSD hazards are still covered by the "General Duty Clause" (In Ontario, Part III of the OHS Act, 25 (2)(h)). It remains the employer's responsibility to identify and control these hazards.

- There is strong evidence that physical factors in the workplace greatly increase a person's chance of developing an MSD

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Is Ergonomics/MSD Prevention Expensive?

- I'll answer the question with a question?

    – Think about everything you have purchased for your business. Do humans interact with it? If so, is it purchased with us in mind?

    – Chances are ergonomics is apart of your business whether it is formalized or not.

    – At the end of this session we want you to look critically at your workplace and apply/formalize MSD prevention activities to reduce injury and improve productivity.

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View Work Differently

- View work as a system comprising one or more workers and work equipment

- Act together to perform the system function in the work environment, under the conditions imposed by the work tasks

- Examples
  - Sitting at your desk
  - The cash register
  - The back of your business

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Understanding work

- Elements of your workstation

    - Chair
    - Desk
    - Equipment
    - Environment
    - Person
    - Smartphone
    - Software

By purchasing this did you prevent or create MSD

Maybe you purchased good equipment or have good processes in place. Should you count that as MSD prevention?

- Does it all work seamlessly to accomplish a series of tasks?

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Step #1

- Break your business down into Program Elements

  – Overwhelming to think about all of the parts of your business
  – Focusing on programs allow you to take on bite sized issues

  - Office ergonomics

  - Work Design

  - Safety

  - Pandemic

  - Manual Material Handling (MMH)

  - Industrial ergo

  - (Mental) Health and Wellness

  - HR(ergo)

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Step #2

- Who needs or would benefit from ergonomics/MSD prevention?

  - HR
  - Engineering
  - Safety

- Doing a needs assessment, speaking with various workplace functions
- Use the MSD guidelines to ask questions i.e. Management commitment, Worker participation etc.

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Step #3

- Identify activities which may cause MSDs

- Identify activities which do not cause MSDs

  - This might be on purpose or by accident ☺

3-4 **FIND PROBLEMS**

- Add MSD related hazards to walkthrough inspection.
- Use workers' reports of effort, pain and discomfort to help identify tasks with MSD hazards. Use previous injury reports.
- For a worker who has reported pain or MSD, perform an incident investigation of their work tasks.
- Get to the root or underlying cause of the MSD hazard.

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https://www.msdprevention.com/risk-assessment/

Step #4: Use the findings to build your program elements

- What is the scope?
- Which departments or workplace functions have a responsibility?
- What are we able to take on now?
- Low hanging fruit?
- What will have the biggest impact?

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Program Framework

- Office Ergonomics

  - Policy or Policies
    - Roles and Responsibilities
    - Purchasing Standards
    - Workstation/Equipment Design

  - Procedures
    - Assessments

  - Supporting Documents
    - MSD Prevention Guidelines
    - Standards

https://www.msdprevention.com/Quick-Start-Guide.htm

Office Ergonomics

- Office Ergonomics: https://www.msdprevention.com/Quick-Start-Guideline-Office.htm

- Provides information for the design and set up of your workstation

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Manual Materials Handling

- Policy or Policies
  - Roles and Responsibilities
  - Purchasing Standards
  - Equipment Design
  - Lifting restrictions

- Supporting Documents
  - MSD Prevention Guidelines
  - Standards

- Procedures
  - Assessments
  - Handling Loads
  - Training
  - Workplace Inspections

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Step #4:

- Follow the guideline to help bring it all together using it as a checklist for completed items.

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 ▾

The next step in implementation of a successful OHS and MSD prevention program includes the development of a set of targets and goals to eliminate MSD hazards and control exposure to hazards. These targets and goals need to be measurable and appropriate to the organization's needs.

Action 5.1: Selection of controls ▸

Action 5.2: Develop targets and goals ▸

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Other Strategies to think about

- Use tools in guidelines to inform decisions

- MSD prevention is as much identifying processes in place that are naturally preventing MSDs. This allows for those processes to be adapted

- Walk a mile in your shoes but my shoes too.

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Resources

- https://www.msdprevention.com/

- https://www.msdprevention.com/Quick-Start-Guide.htm

- https://www.msdprevention.com/Quick-Start-Guideline-Office.htm

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Resources

- https://www.msdprevention.com/risk-assessment/

- https://www.msdprevention.com/hazards-and-controls/

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