



POLICY	
Policy Number: HS2020-024	Date Approved: August 2007
Department: Health and Safety	Date Reviewed: October 2020
Musculoskeletal Disorders Awareness	

1. **Policy Statement**

It is the policy of the Corporation to provide employees with a safe and healthy workplace. To this end the Corporation is committed to focusing attention on employees' overall wellness and, in particular, educating employees about the risks of musculoskeletal disorders and ways to avoid them.

2. **Purpose**

The purpose of this policy is to create awareness and education of the growing prevalence of Musculoskeletal Disorders (MSD) in the workplace. Prevention is the primary focus of this policy and program.

3. **Scope**

This policy is in effect for all employees of the Town of Kirkland Lake (the Corporation).

4. **Definitions**

A Musculoskeletal Disorder (MSD) is defined as an injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels, or related soft tissue.

The term MSD is not a discrete medical diagnosis, rather an umbrella reference to various types of injuries.

MSD may be referred to as

- a) Repetitive strain injury,
- b) Cumulative trauma disorder, or
- c) Repetitive motion injury.

Examples of Musculoskeletal Disorders include:

- a) Back pain,
- b) Tennis elbow (lateral epicondylitis),
- c) Shoulder strains,
- d) Tendonitis, and
- e) Rotator cuff syndrome.

Causes or aggravations of these types of injuries are found in sports, household activities, and activities of daily living, work and recreational stressors.

5. Policy & Procedures

Responsibilities

The Town of Kirkland Lake

The Corporation will provide awareness and education materials to all employees to aid in the prevention of MSD.

Managers/Supervisors

- a) Ensure that all employees are using safe work practices.
- b) Improve their knowledge of measures to reduce MSD
- c) Review injury statistics quarterly with the JHSC/Safety Reps to identify work areas for MSD
- d) Ensure all employees perform their tasks in a safe manner and make corrections as necessary.
- e) Lead by example (i.e. always direct and perform work in a safe manner).

Health and Safety Representative/JHSC

- a) Regularly inspect the workplace to ensure a safe and healthy environment.
- b) Be trained on MSD and prevention ideas
- c) Make recommendations to the Corporation on how to eliminate,
- d) Control or reduce hazards or risks that increase the likelihood that employees may develop an MSD.
- e) Involve employees, as needed, in inspections.

Employees

- a) The employees will:
- b) Ensure that the safe work practices they use include good ergonomics and other measures that prevent MSD.
- c) Report anything that may be a hazard or risk factor that would cause or contribute to an MSD to their supervisor.
- d) Take part, when requested, in a workplace inspection to advise of any ergonomic hazards.

6. Summary

Training

All employees will be trained on proper lifting and material handling as well as MSD risk factors. A copy of the employee training will be kept on file.

Evaluation

This policy will be reviewed annually. The effectiveness of the training will be evaluated through job observations.

Legislation/Standards

MSD Prevention Guideline for Ontario 2007