MUNICIPALITY OF MORRIS-TURNBERRY

BY-LAW NUMBER 7-2012

A By-law to Amend the Municipal Health and Safety Policy for the Municipality of Morris-Turnberry and Add the ‘Guideline for Musculoskeletal Disorder (MSD) Prevention Program’

WHEREAS, the Occupational Health and Safety Act, 1990, as amended, prescribes that everyone- employers, supervisors and workers- are charged with a responsibility to ensure that our workplaces are safe and healthy;

AND WHEREAS, the Municipality of Morris-Turnberry has prepared a Health and Safety Policy;

THEREFORE the Council of the Municipality of Morris-Turnberry enacts as follows:

1/ That the Municipal Health and Safety Policy for the Municipality of Morris-Turnberry be amended and add Appendix 10 ‘Guideline for Musculoskeletal Disorder (MSD) Prevention Program’;

2/ That the Mayor and Clerk are hereby empowered to sign and execute this said By-law;

3/ That this by-law comes into force on the final passing thereof and supercedes all former by-laws enacted under the Authority of this Act;

Read a first, second, third and final time this 24th day of January, 2012

Mayor - Paul Gowing

Clerk - Nancy Michie
Municipality of Morris-Turnberry Health and Safety Policy Revisions
– January 24, 2012

1. CURRENT POLICY:
   B. Inspection:
      1. Workplace 30 day inspections will be completed by at least 2 municipal staff. (One management and one worker member) The worker member will be assigned this duty at the preceding Health and Safety meeting. All inspections MUST be documented.

REVISION:
   B. Inspection:
      - amended January 24, 2012
      1. Workplace 30 day inspections will be completed by at least 2 municipal Joint Health and Safety committee Members. The worker member will be assigned this duty at the preceding Health and Safety meeting. All inspections MUST be documented.

2. APPENDIX 9
MUNICIPAL HEALTH AND SAFETY POLICY
POSTING LOCATIONS AND DATES
ADDED Municipal Website – www.morristurnberry.ca

3. ADD APPENDIX 10 - Guideline for Musculoskeletal Disorder (MSD) Prevention Program

4. CURRENT POLICY:
Municipality of Morris-Turnberry
PROGRAM IMPLEMENTATION AND ENFORCEMENT
Program and Awareness:
Every employee will receive a copy of the Workplace Health & Safety Policy and Program, and shall acknowledge by signing a confirmation from that he/she has received, read and understands the policies and the requirements thereof. Copies of the Policy will be placed in each workplace for easy reference.

REVISION:
Municipality of Morris-Turnberry
PROGRAM IMPLEMENTATION AND ENFORCEMENT
Program and Awareness:
Every employee will review a copy of the Workplace Health & Safety Policy and Program, and shall acknowledge by signing a confirmation from that he/she has read and understands the policies and the requirements thereof. Copies of the Policy will be placed in each workplace for easy reference.

5. CURRENT POLICY:
Municipality of Morris-Turnberry
HEALTH & SAFETY POLICY AND PROGRAM
CONFIRMATION OF UNDERSTANDING
I hereby confirm that I have received a copy of the Municipality of Morris-Turnberry Workplace Health & Safety Policy and Program manual and that I have read it fully and carefully.

REVISION:
Municipality of Morris-Turnberry
HEALTH & SAFETY POLICY AND PROGRAM
CONFIRMATION OF UNDERSTANDING
I hereby confirm that I have reviewed a copy of the Municipality of Morris-Turnberry Workplace Health & Safety Policy and Program manual and that I have read it fully and carefully.
Appendix 10

Description: MUSCULOSKELETAL DISORDER (MSD) PREVENTION PROGRAM

Effective Date: January 24, 2012

Policy Statement:
Municipality of Morris-Turnberry is committed to providing a safe and healthy working environment for all staff. Morris-Turnberry will demonstrate its commitment by providing financial, physical and human resources to ensure that all staff understand and are aware of the risk factors associated with MSD, and will provide appropriate ergonomic equipment where possible, for MSD prevention.

This policy applies to day-to-day activities of all staff.

GOALS
- To increase MSD awareness
- To decrease the risk of MSD
- To promote and support the health and safety of all employees
- To provide equipment, resources and effective training

OBJECTIVES
- To ensure all staff are educated about MSD risk factors and prevention
- To conduct risk assessments to identify the presence of MSD risks
- To control MSD risks through application of controls
- To integrate MSD prevention strategies proactively as well as reactively

DEFINITIONS:

Musculoskeletal Disorders (MSD): Are injuries and disorders of the musculoskeletal system. They may be caused or aggravated by various hazards or risk factors in the workplace. The musculoskeletal system includes:
- muscles, tendons and tendon sheathes,
- nerves,
- bursa,
- blood vessels,
- joints/spinal discs, and
- ligaments.
MSDs do not include musculoskeletal injuries or disorders that are the direct result of a fall, struck by or against, caught in or on, vehicle collision, violence, etc.

Awkward Posture: Any fixed or constrained body position that overloads muscles, tendons, or joints. Generally, the more a joint deviates from the neutral position the more the posture is considered to be ‘awkward’ and the greater the risk of injury.
Neutral Posture: Are those in which the muscles, tendons, and joints function optimally and require the least amount of effort to maintain.

Static Posture: a body position that required sustained physical effort, without joint movement.

Force: Force is generated through muscular effort during lifting, pushing, pulling, and carrying tasks. When doing ‘work’ the body uses muscles to generate this force to allow for movements of the body.

Repetition: A task that uses the same muscles repeatedly. Repetition may be measured in terms of minutes, hours or work day (eg. 3 per minute, 25 per hour, 30 times per shift). The level of risk depends on frequency of repetition, time of rest/recovery, speed of motion, postures required and amount of force required.

Physical Demands Description (PDD): a process to document the overall various physical attributes of a job. A well document PDD identifies force, posture, repetition, and duration of tasks.

Ergonomics: “Ergonomics is the science of fitting the task to the worker by balancing job demands with the capabilities of the human.” “The profession applies theory, principles, data, methods, and analysis to design in order to optimize human well-being and overall system performance.” (Association of Canadian Ergonomists, 2006)

Roles and Responsibilities of Workplace Parties
All staff are expected to comply with the outlined policy and procedures.

Employer
- Enforce the policy, procedures and program
- Provide equipment, necessary resources and initial and ongoing staff training.
- Maintain the MSD Prevention Program through Continuous Quality Improvement
- Annually evaluate and update the program

Department Heads/Supervisors
- Enforce program through regular monitoring strategies
- Conduct accident/incident investigations associated with MSD incident/injury reports.
- Report all findings of investigations senior management
- Ensure all staff are educated in MSD symptoms and property equipment use.
- Encourage staff to report symptoms of MSD early
- Respond to staff reports of MSD symptoms promptly.
- Access assistance in implementing MSD controls when solutions are not immediately identified
- Maintain education records
- Ensure all new staff receive general and specific orientation to the MSD policy and program
- Maintain ergonomic equipment assigned to their department
- Include the auditing of worker practice in the planned and unplanned inspections and report on findings to senior management
- Take every reasonable precaution for the protection of the worker
Employee
- Comply with policy and procedures at all times;
- Participate in regular education as established by the organization
- Report any unsafe acts, hazards, equipment problems, or any other unsafe tasks immediately to the supervisor
- Report any incidents, accidents, and near misses to the supervisor immediately and co-operate in the investigation as required by management

Joint Health and Safety Committee
- Review incident/accident investigation reports
- Review policy and program annually
- Make recommendations in writing to management
- Assess the feasibility of a MSD sub-committee one which would focus solely on MSD prevention

Procedures

JHSC – shall incorporate MSD risks in monthly workplace inspections

Orientation – Municipality of Morris-Turnberry will provide MSD education for new workers. Education includes awareness, MSD definitions, and reporting of incidents and risks. Department specific orientation shall include specific MSD hazards, proper use of ergonomic equipment, set up of workstations and work organization strategies.

MSD Hazard Reporting – As per the Health and Safety Policy, employees are to report MSD hazards, and ensure MSD incident reporting is consistent.

MSD Incident Reporting – Municipality of Morris-Turnberry will provide positive reinforcement of workers reporting MSD signs and symptoms.

Ongoing MSD Inspections – Department Heads/Supervisors are expected to include MSD hazard Identification within their routine inspections.

MSD Investigation – Department Heads/Supervisors are expected to incorporate MSD prevention within the Investigation process for MSD Incidents

Referral of ergonomic assessment – When identified ergonomic hazards and risks through investigations, inspections and reports from workers, provide a documented request to the Department Head/Supervisor for an ergonomic consultation either through in-house, the JHSC, or ergonomics professional.

Purchasing – Where appropriate, prior to decisions being made about the purchase of new equipment or new furniture – worker input and ergonomic features shall be considered. Whenever possible, items should be trialed for no less than 1 week’s time to ensure compatibility to MSD risk reduction.

Return to Work (RTW) – Develop physical demands descriptions (PDD) for jobs at high risk for MSD and incorporate the analysis in job descriptions. Information obtained from the PDD can be used for employee return to work following an injury to determine if the physical demands of the job match the workers current capabilities.
Building Design – Whenever the workplace is being re-developed, ergonomic considerations shall be integrated into the design of the new work environment.

Maintenance of Equipment – Maintain all equipment in safe operating condition. Ensure complete and accurate documentation of preventative maintenance.

Education:
Orientation – Ensure MSD education for new employees
Ongoing – Department specific annual review of MSD risk factors and controls shall be reviewed with staff. Education should include MSD awareness, anatomy, biomechanics, risk factors, and signs and symptoms.

Evaluation:
The MSD program will be evaluated annually. The following indicators:
- Incident Reports
- JHSC Minutes
- Physical Demands Descriptions
- Absenteeism Statistics
- Employee Discomfort Survey Results

Any changes to the program will be documented and communicated immediately to all affected staff and management.