



Safety Administrative Policy

Ergonomics

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Signature:  **Policy No:** 4

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Policy:

Ergonomics is a multidisciplinary field integrating industrial psychology, engineering, medicine, and design. The science of ergonomics seeks to optimize the efficiency of work by adapting the workplace to the worker. A job can be performed in a safer and more productive manner when the design of equipment, processes, and tools match the capabilities and limitations of the workers. Ergonomics focuses on the relationship between work demands and worker capabilities. The goal of this ergonomic program is to ensure the relationship between the work and the worker meet production goals while still ensuring the health and safety of the worker. Being proactive during the design stages of work stations and processes, by emphasizing solid ergonomic principles, will avoid the expense and time of finding solutions after the fact.

The City of Prince Albert will provide all employees with a safe and healthy workplace. To this end the City of Prince Albert will provide a proactive ergonomics program which will be integrated into the occupational health and safety program.

The ergonomics program will be a collaborative effort that includes managers, supervisors, and workers. The Coordinator health Safety and Environment will be responsible for the program's implementation, management, and recordkeeping requirements.

Each Department shall ensure that there is a process for reviewing work procedures, work stations, equipment, materials and work-sites as a whole, from the viewpoint of identifying, monitoring and controlling ergonomic related work hazards.

The purpose is to establish a process to identify hazards and establish ongoing monitoring and control. This program is intended to meet the requirements of the Occupational Health and Safety Regulations 1996

Purpose:

The goal of any safety and health program is to prevent injuries and illnesses by removing their causes. For ergonomic hazards, this goal is achieved through taking steps to eliminate or reduce worker exposure to conditions that may lead to musculoskeletal disorders (MSDs) and related injuries and illnesses. This Ergonomic work program is intended to meet the requirements of the Saskatchewan Occupational Health and Safety Regulations.

Scope:

This program applies to all City of Prince Albert workers and / or contractor working on city projects.

This procedure must be followed whenever there is danger of a City of Prince Albert Worker or Contractor working at any City of Prince Albert project sustaining a MSD through work design or worker work methods or habit.

Responsibility:

1. **Senior Management:**

- a. Ensure that sufficient resources both human and/or financial are made available for the ergonomics program;
- b. Ensure they are familiar with the elements of the ergonomic program so they know the elements of the program, recognition and control of work-related ergonomic risk factors, MSD signs and symptoms along with reporting requirements and procedures;
- c. Ensure internal procedures are developed and implemented that require hazards at work-sites are identified, evaluated, monitored and either eliminated or controlled;
- d. The most suitable products that present the least potential risk to employees be utilized where practical;
- e. Workers are provided with specialized protective clothing and equipment as required in order to provide adequate protection from recognized hazards and designated areas where this is mandatory or required by the Occupational Health and Safety Act and Regulations;
- f. Workplace conditions meet the monitoring and control requirements set out in applicable legislation;

- g. Ensuring that supervisors and workers have received the appropriate training;
- h. Ensuring that ergonomics practices and principles are a prime consideration when conducting worksite evaluations, and ensuring that recommended controls are implemented; and,
- i. Actively support and promote the ergonomics program.

2. **Supervisors:**

- a. Identify, evaluate, monitor and/or control potential hazards in workplaces for which they are responsible;
- b. Ensure they are familiar with the elements of the ergonomic program so they know the elements of the program, recognition and control of work related ergonomic risk factors, MSD signs and symptoms along with reporting requirements and procedures;
- c. Actively participate in the evaluation and monitoring process;
- d. Ensure engineering control systems (such as mechanical exhaust ventilation) are maintained at design capacities;
- e. Ensure workers at the work-site are trained in and have access to proper work procedures and applicable legislation;
- f. Ensuring that employees have received the appropriate training;
- g. Ensuring that employees are provided with and use the appropriate tools, equipment, parts, and materials in accordance with ergonomic requirements;
- h. Ensuring that employees understand the MSD signs and symptoms and early reporting system;
- i. Respond promptly to worker complaints and concerns; and,
- j. Request assistance, from the Manager of Occupational Health and Safety, to evaluate and monitor hazards where necessary.

3. **Worker:**

- a. Report any hazardous conditions or practices to their supervisor as soon as possible;
- b. Participate in Programs established for evaluation, monitoring, and/or control of identified hazards;
- c. Attend ergonomics training and apply the knowledge and skills acquired to their work activities;
- d. Use tools, equipment, materials, and procedures in the manner and intent they were designed;
- e. Inform the Supervisor of any failure or inadequacy of hazard control equipment or process;
- f. Use all personal protective equipment and clothing in the manner intended and where required;
- g. Ensure that equipment is properly maintained and in good condition and all defects are reported to their supervisor immediately; and,
- h. Report MSD signs or symptoms and work-related MSD hazards to their supervisor as soon as possible.

4. **Coordinator- Health Safety and Environment:**

- a. Ensure that a system is in place for workers to report MSD signs or symptoms and work-related risk factors to managers and supervisors;
- b. Assist Supervisors and Managers in the evaluation of work-site hazards;
- c. Ensure that accurate records are maintained and provide documentation upon request;
- d. Perform or co-ordinate work-site monitoring of potential hazards and ensure that exposure limits above acceptable / regulated standards are reduced to comply with the Occupational Health and Safety Act and Regulations;
- e. Provide workers participating in work-site monitoring programs with feedback;
- f. Advise Departments on the use of materials that present the least health risk and act as a resource person in assisting with ergonomic risk practices, procedures and equipment procurement;

- g. Review information on potential ergonomic risk factors / hazards obtained from outside Agencies, other safety personnel or from Occupational Health and Safety Committees;
- h. Procure, schedule and/or deliver ergonomic training to managers, supervisors and workers;
- i. Ensure that control measures are carried out in a timely manner; and,
- j. Monitor the effectiveness of control measures and report to senior management.

5. **Occupational Health and Safety Committee:**

- a. Participate in identifying and monitoring potential hazards in the workplace;
- b. Ensure they are familiar with the elements of the ergonomic program so they know the elements of the program, recognition and control of work related ergonomic risk factors, MSD signs and symptoms along with reporting requirements and procedures;
- c. Review the progress of correcting potential hazards in the workplace;
- d. Act as a monitoring group and make recommendations for program improvements;
- e. Act as a liaison between management and workers; and,
- f. Actively support and promote the ergonomics program.

Administrative:

The City of Prince Albert will identify work which has ergonomic risk factors and attempt to reduce or eliminate these hazards to create favorable ergonomic conditions and the prevention of MSD's through three main components:

Engineering Controls:

Engineering Controls are the most effective and reliable means of reducing workplace exposure to potential MSD's. Engineering controls focus on the physical modifications of work processes, workstation design, tools and equipment.

Administrative Controls:

Administrative Controls refer to the means of controlling or preventing workplace exposure to potential MSD's by implementing administrative changes such as job rotation, rest breaks, adjusting the pace or rotation of work, redesigning the way work is done and worker education

Personal Protective Equipment (PPE):

Personal Protective equipment (PPE) should always be the last choice. The use of PPE can reduce the effects but is not as effective as elimination, automation or robotic control. PPE protects the worker from the effects it does not always protect the worker from the condition.

Ergonomic Training:

Training allows managers, supervisors, and workers to recognize, understand and apply the appropriate control methods to prevent MSD's. Training on the recognition and control of ergonomic risk factors will be provided:

- To all new or transferred worker;
- To all workers when new tools, equipment, or processes are introduced; and,
- To all workers working in areas identified to have high exposure levels to MSD's.

Ergonomic training will include the following:

- An explanation of ergonomics and their role in the program;
- A description of MSD signs and symptoms;
- The importance of early reporting of MSD injuries and discomfort; and,
- The methods used to identify and minimize MSD risks.

Training may be conducted from internal sources and delivered by experienced City of Prince Albert personnel. Training may also be provided / supplemented by external sources such as the Workers' Compensation Board, outside consultants or other personnel with appropriate expertise.

A written record documenting the identification, control and prevention of worker risk of MSD's will be maintained in accordance with the *Occupational Health and Safety Regulations 1996*.