



## Standards, Training, & Review

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**Approved by:** Jim Toye, City Manager

**Signature:**  **Procedure No:** 4.1

**Effective:** August 17, 2018 **Replaces:** N/A

### **Purpose:**

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 Muscular Skeletal Disorders (MSDs) through three main components:

1. **Engineering Controls:**  
Engineering Controls are the most effective and reliable means of reducing workplace exposure to potential MSDs. Engineering controls focus on the physical modifications of work processes, workstation design, tools and equipment.
2. **Administrative Controls:**  
Administrative Controls refer to the means of controlling or preventing workplace exposure to potential MSDs 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.
3. **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.

### **Evaluations:**

1. A worker or workers complain about signs or symptoms normally associated with MSDs.
2. Certain work activities have been identified as jobs where ergonomic risk factors have been determined to have caused or aggravated MSDs.
3. Jobs, equipment, tools, processes or changes in work shift hours have been implemented.
4. When a regular safety inspection or comfort survey has found potential MSD hazards.

### **Risks:**

- a. Physical factors including force, awkward or static posture, sustained exertion, fatigue, repetition, contact stress, extreme temperatures, and vibration.
- b. Administrative issues including inadequate number of personnel for the work load, working excessive overtime, lack of scheduled rest breaks, lack of training, work pace, and pressure to meet a deadline.
- c. Environmental factors such as noise, inadequate or intense lighting, poor air quality, temperature extremes, humidity, and personal protective equipment.
- d. Combination of risk factor such as highly repetitive, forceful work with no job rotation or precision work in inadequately illuminated workspace.

### **Training:**

Training will be provided to managers, supervisors, and workers to assist them in recognizing work-related ergonomic risk factors and to understand and apply appropriate control strategies. Ergonomic training for the recognition and control of ergonomic risk factors will be provided:

1. To all new workers/employees beginning employment with the City of Prince Albert as part of the orientation program;
2. To all workers who move from one work activity to another that differs with respect to hazards, facilities or procedures;
3. When new equipment, machinery, tools or processes are introduced; and,
4. When high exposure levels to ergonomic risk factors have been identified.

### **The minimum ergonomics training shall consist of the following:**

1. An explanation of ergonomics program and their role in the program;
2. The methods used to minimize work and non-work-related risk factors;
3. A description of MSD signs and symptoms and consequences of injuries caused by work and non-work-related risk factors;
4. A list of the exposures which have been associated with the development of MSDs; and,
5. An emphasis on the importance of early reporting of MSD signs and symptoms to their supervisor.

**Review:**

The Occupational Health and Safety Committee(s) and City of Prince Albert senior management will conduct periodic program review to assess the progress and success of the program.

**The review will consider the following:**

- a. The overall performance of the program;
- b. The need for more training or training in specific areas of ergonomic concerns;
- c. The areas of operations that have produced a high incidence rate of work-related MSDs;
- d. The length of time between when an ergonomic concern has been reported or indicated and when action has been taken to rectify the problem;
- e. The effectiveness of the control measures taken to address the problems or concerns;
- f. The program's success based determined by comparing statistics to other years; and,
- g. Worker feedback/participation through comfort surveys, questionnaires, and complaints/concerns raised.