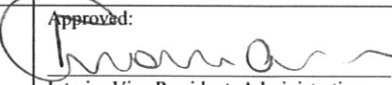
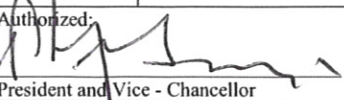
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<p>Submitted: Risk Management Support Group</p>	<p>Approved:  Interim Vice President, Administration</p>	<p>Authorized:  President and Vice - Chancellor</p>

1 PURPOSE

- 1.1 To promote supervisor and employee awareness of the risks associated with poor ergonomic design in the workplace.
- 1.2 To provide direction regarding the application of safe and efficient ergonomic design in the workplace and implementation with the goal to eliminate all work related musculoskeletal disorders.
- 1.3 To ensure compliance with the Occupational Health and Safety Act.

2 SCOPE


- 2.1 All work areas and work stations utilized by McMaster University faculty, staff and students.

3 RELATED DOCUMENTS

- 3.1 Occupational Health and Safety Act, Sections 25 & 27
- 3.2 Workplace Safety and Insurance Act, 1997
- 3.3 CSA Standard CAN/ CSA-Z412-M89, Office Ergonomics
- 3.4 McMaster University RMM # 100 Workplace & Environmental Health and Safety Policy
- 3.5 McMaster University RMM #101 Risk Management System
- 3.6 McMaster University RMM # 300 Safety Orientation and Training Program

4 DEFINITIONS

- 4.1 **Accommodation** – change, adapt or adjust to enable an individual to perform essential duties of a job in a healthy and safe manner.
 - 4.2 **Employer**- A person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or sub-contractor who performs work or supplies services and a contractor or sub-contractor who undertakes with the owner, constructor, contractor or sub-contractor, to perform work or supply services.
 - 4.3 **Ergonomics**- the applied science that seeks to fit the job to the worker through the evaluation and design of work environment in relation to human characteristics and interactions in the workplace.
 - 4.4 **Ergonomic Factors** - factors which affect the interaction of a worker with the work environment.
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- 4.5 **Musculoskeletal Injuries** - means disorders of muscles, tendons, ligaments, nerves, joints (soft tissue). Examples include sprains, strains, inflammations, irritations and dislocations of parts of the body such as the extremities, back, neck and eyes.
- 4.6 **Practical** - which is reasonably capable of being done.
- 4.7 **Muscle Skeletal Injuries** – injuries arising when a part of the body is subject to harmful forces or awkward posture or strains from repetitive motion that occur while performing a task.
- 4.8 **Retrofit** – adapting work practices and procedures and or modifying the workplace and equipment to reduce the potential for injury that may result from poor workplace and job design.
- 4.9 **Supervisor** – Person who has charge of a workplace or authority over a worker.
- 4.10 **Worker** – A worker is a person who has entered into or is employed under a contract of service or apprenticeship, written or oral, express or implied, manual labour or otherwise.
- 4.11 **Acronyms**
- JHSC** – Joint Health and Safety Committee
- CJHSC** – Central Joint Health and Safety Committee
- EOHSS** – Environmental and Occupational Health Support Services
- EHS** – Employee Health Services
- FHSc** - Faculty Health Science
- MOL** – Ministry of Labour
- OHSA** - Occupational Health and Safety Act
- RMSG** – Risk Management Support Group
- RMM** – Risk Management Manual
- WSIB** - Workplace Safety and Insurance Board
- MSI** – muscle skeletal injury

5 RESPONSIBILITIES

5.1 Role of Senior Managers (Deans / Directors / Chairs / Managers):


Senior Managers or their designates shall:

- provide the required resources and direction to support the Ergonomics Safety Program and ensure ergonomic issues are reviewed; and
- ensure ergonomic issues are identified and solutions implemented in the design or redesign of any work location.

5.2 Role of Supervisors:

Supervisors shall:

- ensure ergonomics are considered in the design of present and new tasks and work locations;

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- ensure retrofits meet current ergonomic standards during any renovation or workplace redesign;
- arrange for ergonomic assessments through the appropriate area (EOHSS, EHS or FHSc safety office) when an injury is reported and is a work-related musculoskeletal disorder;
- arrange for ergonomic assessments through the appropriate area (EOHSS or FHSc safety office), when requested, either through a JHSC worker inspection or by request of a worker;
- arrange for ergonomic consultation with EOHSS or FHSc safety office as required when establishing a new workplace and/or job design, and/or requiring an ergonomic assessment on the present tasks and work location(s);
- ensure workers participate in ergonomic training;
- ensure ergonomic education is recorded (See RMM # 300 Safety Training and Orientation Program).
- ensure Incident / Injury Reports are filed with the EOHSS or FHSc safety office for all incidents including MSI related injuries.

5.3 **Role of Faculty, Staff , Students and Volunteers:**

Role of Individuals (Faculty, Staff, Students and Volunteers):

Individuals shall:

- participate in ergonomic training as identified by the Job Hazard Analysis;
- follow the prescribed ergonomic guidelines for the work involved; and
- report ergonomic concerns to the immediate supervisor.


Individuals may:

- report ergonomic concerns to the JHSC; and
- request a JHSC worker be present at the ergonomic assessment if there are any concerns;

5.5 **Role of Employee Health Services (EHS):**

EHS shall:

- assess all reports of injury involving MSI in the workplace using the procedures and factors referred to in Appendix 1;
 - advise supervisors and workers on ergonomic modification in the workplace;
 - assess purchasing standards for equipment and furniture to be used in the workplace; and
 - file Form 7 reports of injury with the WSIB for all MSI injuries involving healthcare and/or lost time for the injured worker.
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5.6 Role of Environmental and Occupational Health Support Services:

EOHSS shall:

- provide ergonomic education;
- assist in investigations related to MSI's on the request of the EHS; and
- conduct an ergonomic assessment of the work process and/or work station associated with the MSI and advise on physical changes and/or additional ergonomic education as requested; and
- coordinate the provision of ergonomic assessment.

5.7 Role of Faculty Health Science Safety Office (FHSc safety office):

Faculty Health Science Safety Office shall:

- assess all reports of injury involving MSI in the workplace;
- advise supervisors and workers on ergonomic modification in the workplace;
- assess purchasing standards for equipment and furniture to be used in the workplace;
- arrange an ergonomic assessment of the work process and or work station associated with the MSI and advise on physical changes and/or additional ergonomic education; and
- coordinate the provision of ergonomic assessment audits.

5.8 Role of Central Joint Health and Safety Committee (CJHSC):


The CJHSC shall:

- review the Ergonomics Safety Program on a scheduled basis.

5.9 Role of Joint Health and Safety Committees (JHSC):

JHSC's shall:

- receive all incident reports including ergonomic injuries in the workplace;
 - shall upon request be provided timely access to all workplace construction and re-design plans;
 - shall upon request participate in the investigation and ergonomic assessment of the work process and/or work stations involved with the MSI; and
 - report all ergonomic concerns noted during routine workplace safety inspections conducted by the JHSC.
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6 **EDUCATION AND AWARENESS**

- 6.1 Ergonomic education for staff and supervisors shall be provided on an ongoing basis.
- 6.2 Safety information on ergonomic best practices can be located at www.workingatmcmaster.ca/eohss.

7 **RECORDS**


- 7.1 Supervisors shall retain ergonomic assessment records for a minimum of three years.
- 7.2 The EOHSS, EHS and FHSc safety offices shall retain ergonomic assessment records until employment has ceased.
- 7.3 The EHS office shall retain permanent records of all WSIB claims involving MSI or any other work related injury.

APPENDIX 1



ERGONOMIC ASSESSMENT REQUEST FORM

Please submit to Environmental and Occupational Health Support Services (EOHSS), Campus Service Building, Room 202
For Health Science Safety Office return to HSC, Room 1J11 or fax to 905 528-8539

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If there is any concerns regarding the ergonomic assessment you may request a JHSC worker to be present.

What is ERGONOMICS:

The applied science that seeks to fit the job to the worker through the evaluation and design of the work environment in relation to human characteristics and interactions in the workplace.

You control the risk of injury from ergonomic factors in the same way that you deal with other safety risks. You need a process whereby you (a) identify the risk, (b) assess the level of risk, (c) eliminate or minimize the risks, and (d) monitor to make sure the risks are under control.

In an office, ergonomics applies to:

- design and organization of jobs and tasks office workers perform
- the layout of the office, including the floor plan and storage systems
- choice of office equipment such as keyboards, input devices and monitors
- set up of the office workstation such as the type of desk, chair and accessories, how they are arranged
- the office environment, including temperature, air quality and noise

Ergonomics fits the job to the worker

<i>Name:</i>	<i>Employee ID#:</i>
<i>Work Phone:</i>	<i>Department:</i>
<i>Date:</i>	<i>Supervisor:</i>
<i>Please describe your concern:</i>	
<i>What are your ideas to improve this job:</i>	
Please take the opportunity to review these concerns with your supervisor and ensure your supervisor is aware of the ergonomic assessment to be scheduled with you.	

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