

# Trent Lakes Public Library



Policy Type:	<b>Human Resources</b>	Policy Number:	<b>HR - 15</b>
Policy Title:	<b>Health and Safety</b>	Initial Policy Approval Date:	<b>09-10-2020</b>
		Last Review/Revision Date:	
		Year of Next Review:	<b>2024</b>

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## Policy

### Commitment Statement

Trent Lakes Public Library is committed to providing a safe and healthy working environment for all staff and residents. Trent Lakes recognizes the significant hazards related to musculoskeletal disorder (MSD) risk factors in the workplace and the responsibility to take every precaution reasonable in the circumstances to protect employees. Our organization will demonstrate its commitment by providing financial, physical and human resources for the development, implementation and maintenance of a sustainable MSD prevention program that will ensure MSD risk factors are recognized and effectively controlled.

The organization is committed to reviewing, evaluating and improving the program annually in consultation with the Joint Health and Safety Committee (JHSC) and stakeholders.

All workplace parties are required to comply with the outlined policy and procedures.

### Goals

- Increase MSD awareness
- Decrease the risk of workplace MSD
- Promote and support the health and safety of all patrons and employees
- Provide equipment, resources and effective training and maintain records
- Recognize MSD prevention as a corporate priority strategy in reducing MSD injuries and associated injury costs; improving productivity, quality of work life, and quality of care and services

### Objectives

- Educate all employees regarding MSD hazards and prevention
- Promote and facilitate employee participation
- Recognize MSD hazards both proactively and reactively
- Assess and prioritize MSD hazards
- Control MSD risks through application of engineering and administrative controls
- Evaluate the effectiveness of applied MSD controls
- Implement a continuous quality improvement process that includes employee participation

### Scope

The MSD prevention program applies to all management and employees.

### **Definitions**

Musculoskeletal disorder – a condition that affects the musculoskeletal system, including muscles, tendons, ligaments, joints, blood vessels, nerves, joints, and spinal discs. These conditions are the result of chronic or sudden exposure to work activities that exceed the capacity of musculoskeletal structures.

Hazard – a source of potential damage, harm or adverse health effects on something or someone under certain conditions at work.

Risk – the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard. It may also apply to situations with risk of property and equipment loss.

### **Roles and Responsibilities of Workplace Parties**

#### **Employer**

- Provide resources to develop, implement, maintain and continually improve the MSD prevention program
- Approve the policy and procedures, and annually review the program in consultation with the JHSC
- Provide employee related health and safety reports to JHSC
- Enforce the policy, procedures and program
- Provide resources for training and necessary equipment
- Ensure employees and management receive training and maintain records
- Take every reasonable precaution in the circumstances for the protection of employees and patrons

#### **Supervisors**

- Participate in MSD hazard recognition, assessment, control and evaluation processes in the areas under their authority
- Enforce the program through regular monitoring strategies such as management workplace inspections, auditing of worker safe practices, performance management, etc.
- Encourage employees to report hazards and MSD symptoms proactively and to report accidents and incidents to the CEO immediately
- Respond promptly to employee reports
- Conduct MSD hazard, accident and incident investigations, and implement corrective actions
- Seek assistance and/or internal/external consultation when solutions and controls are not promptly identified
- Communicate solutions and controls to employees in a timely manner
- Provide employee-related health and safety reports to JHSC
- Ensure all new and existing staff receive MSD prevention training
- Maintain training records with employee signatures, scope and length of training and instructor name
- Encourage employee participation in hazard identification, equipment trials and brainstorming control solutions
- Purchase appropriate and adequate amount of equipment considering safety and reduction of MSD risk factors
- Maintain relevant equipment
- Take every reasonable precaution in the circumstances for the protection of employees and clients

#### **Employees**

- Participate in MSD hazard recognition, assessment, control and evaluation of effective controls as required
- Comply with policy and procedures at all times
- Attend MSD prevention training as established by the organization
- Use properly and maintain relevant equipment provided by the employer
- Report any MSD concerns, hazards, symptoms, incidents or accidents to the CEO immediately
- Co-operate with MSD hazard, accident and incident investigations as required

### **Joint Health and Safety Committee**

- Review incident/accident data related to MSDs
- Inspect the workplace for MSD hazards as part of the monthly workplace inspection process
- Review MSD prevention program and training needs annually
- When necessary, make recommendations in writing to CEO

### **Procedures**

#### **Workplace Inspections**

- Staff shall conduct proactive department workplace inspections and incorporate the recognition of MSD hazards in the workplace inspection process and checklists
- Relevant MSD hazards identified on inspections shall be made available to the JHSC
- The JHSC shall conduct its own proactive workplace inspections and incorporate the recognition of MSD hazards in the workplace inspection process and checklists
- JHSC shall make recommendation to CEO as required

#### **Training**

- Mandatory orientation MSD training will be provided to all new employees
- Ongoing MSD training for existing employees will be provided with periodic refresher training
- Training matrix options include but are not limited to:
- MSD hazard awareness including definitions, recognition of MSD risk factors, proper posture and body mechanics and injury prevention, etc.
- Policies and procedures with emphasis on reporting work-related MSD-related symptoms, hazards, accident and incidents
- Library-specific MSD hazard prevention
- Records of training will be documented and maintained by the Municipality and CEO
- Training records will include topic and scope of training, length of training, date, trainer, employee signature or computer-generated reporting record

#### **Reporting and Investigation of Hazards, Accidents and Incidents**

- All employees are required to report MSD hazards, accidents and incidents promptly to their supervisor for follow-up investigation to determine the root cause of the event and implementation of appropriate corrective actions
- The hazard, accident or incident will be reported on the appropriate reporting and investigation forms
- Supervisors will ensure that the reports and investigation documents are completed within the required reporting timelines and submitted to the appropriate internal and, if required, external authorities
- Summaries of MSD hazards, accidents and incidents will be provided to the MSD prevention committee, if any, and the JHSC

### **MSD Assessment and Ergonomic Referral**

#### **Simple MSD Risk Assessment**

- Workplace parties that identify MSD hazards can conduct a simple risk assessment if the root cause of the hazard is clear and the workplace parties agree on the identified controls to be implemented
- A participatory team approach is encouraged, which includes front-line employees, CEO, JHSC and other stakeholders as appropriate
- Requesting assistance from occupational health and safety professionals or other internal experts with knowledge of the hazard; is encouraged to assist in brainstorming control solutions
- The CEO will ensure the controls are evaluated for effectiveness; this will include feedback from employees

#### **In-depth MSD Risk Assessment**

- If MSD hazards are complex, a more in-depth risk assessment, may be required
- An in-depth risk assessment should be conducted by a trained internal or external individual with ergonomics expertise
- CEO and branch manager may send a request in writing for an ergonomic assessment to the management person responsible for Health & Safety in the organization (e.g., human resources, occupational health and safety manager)
- The supervisor will notify the JHSC worker member of the assessment date and communicate any action plans to employees
- Copies of the report will be shared with the workplace parties (e.g., supervisor, affected employees and JHSC)
- The supervisor will determine the feasibility of the controls and corrective actions in consultation with the workplace parties and JHSC
- Controls will be implemented by the supervisor considering employee input
- The supervisor will ensure the controls are evaluated for effectiveness; this will include feedback from employees

#### **Safe Job Task Design**

- The prevention of MSD shall be considered in the design or re-design of job tasks
- The supervisor will ensure that the job tasks have been evaluated for MSD risk factors and safety
- A physical demand description (PDD) may be required

#### **Building Design and Renovations**

- Managers coordinating renovations or re-design of the workplace will ensure ergonomic considerations are proactively integrated into the design to prevent MSD injuries
- Employees and end-users should be consulted in the design phase

#### **Equipment Design**

- Ergonomic considerations will be integrated into the modification, re-design or installation of equipment, machines and tools

#### **Purchasing of Equipment and Devices**

- Purchasing services will consider ergonomic design and other safety features when purchasing equipment, machines, devices and tools
- Where appropriate, purchasing will consult vendors and suppliers and arrange equipment trials with supervisors and employee end-users
- Equipment will be evaluated based on pre-established criteria (e.g. meets required standards, maintenance requirements, ease of use, storage requirements, cost, vendor training, ergonomic and safety features, employee needs etc.)

#### **Preventive Maintenance of Equipment**

- All equipment will be maintained in safe operating condition
- Preventive maintenance programs will be carried out as recommended by the manufacturer

#### **Program Evaluation and Quality Improvement**

- The MSD program will be evaluated annually in consultation with the JHSC, as per the Healthcare and Residential Facility Regulation Section 9
- Qualitative and quantitative program indicators will be identified and evaluated (e.g. hazard/incident/accident data, MSD hazard inspections, MSD assessments, MSD training attendance, MSD program evaluations, employee surveys etc.)
- CEO will ensure implementation of approved program revisions
- Any changes to the program will be documented and communicated to workplace parties in a timely manner

Reviewed in consultation with:  
Joint Health and Safety Committee  
Human Resources Coordinator