



## Procedure

Saskatoon & Area - Occupational Health & Safety

**Number:** 60-001-3

**Title:** TLR: Musculoskeletal Injury Management

**Saskatchewan Employment Act:**

**OHS Regulation:** 78, 81, 470

**Date:** January 1, 2017

**Date Revised/Reaffirmed:** June 5, 2018

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### Purpose

The purpose of this procedure is to establish the processes to follow to ensure safe work practices while material handling

### Procedure

Manager/Supervisor:

- Identify hazards that may lead to musculoskeletal injuries. This may be done by the manager, supervisors and department safety committee, in consultation with the Occupational Health Committee. The [WISHA tool](#) will be a helpful guide.
- Analyze the hazards to determine the greatest risk. Consider the likelihood that an incident would occur and the severity of possible injury.
- Where a risk is identified, inform each worker who may be at risk of developing a musculoskeletal injury of the risk and of the signs and symptoms of the potential injury
- Starting with the hazards with the greatest risk, determine and implement controls. At times it may be necessary to implement interim measures until more effective measures can be completed. All workers have the right to be involved by suggesting hazard management strategies.
- Investigate the injury to determine causes of the symptoms and appropriate corrective actions to prevent reoccurrence. Also review the activities of other workers doing similar tasks to determine causes and corrective actions.
- Implement corrective actions to minimize the risk
- Follow-up to ensure that the controls are effective and that they have not created new hazards
- In consultation with the OHC, regularly review the activities that may cause musculoskeletal injuries. This can be a regular review of the Job Safety Analysis or by other means.

Worker:

- Must inform manager/supervisor of any musculoskeletal symptoms and report to the Safety Alert System/incident Reporting Line

- See a physician or other health care professional and inform them that the injury is work-related. Take the SHR Employee Incident Reporting Package with you and give to health care professional
- Inform manager and Safety Alert System/Incident Reporting Line if the health care professional recommends time away from work

**Non-Compliance/Breach:**

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

**References**

- [WISHA tool](#)
- [www.ccohs.ca/products/courses/msd\\_awareness/](http://www.ccohs.ca/products/courses/msd_awareness/) - a short free e-course of musculoskeletal awareness.
- [Musculoskeletal Injuries Prevention Guide from SK LRWS](#)
- Risk Assessment Matrix: <http://infonet.sktshr.ca/peopleandpartnerships/occupational-health-safety/Documents/Resources/SHRRISKMATRIX%20Revised%2010%2019%202011.pdf>

Review Dates:

January 1, 2017

June 5, 2018