### SMS Ergonomic Guide

<table>
<thead>
<tr>
<th>Situation</th>
<th>Audience</th>
<th>Information/Action</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identification of Potential at risk tasks and hazards which may generate MSI</td>
<td>All Staff</td>
<td>Conduct Task Hazard Analysis (<a href="#">See Guideline</a>) Level 1 Assessment identifies Office Work Level 2 assessment for other activities conducted at local workplace.</td>
<td>Management/Supervisor/Local Ergonomic Assessor/OHSC</td>
</tr>
<tr>
<td>New Staff, New Roles, New Workstations, Orientation, Training and Awareness MSI Concerns or re-education required</td>
<td>All Staff</td>
<td>Preventing Strain Injuries at your Computer Workstation Stretching Guide Computer Workstation Self Setup E-tool (Required when workstation changes, or if concerns arise or for general awareness and re-education) OHS Office Ergonomics Risk Assessment Training for Local Office Ergonomics Assessors</td>
<td>Supervisors/Local Ergonomic Assessors</td>
</tr>
<tr>
<td>Reporting Musculoskeletal Injuries (MSI)</td>
<td>All Staff</td>
<td>Report all Hazard and Injuries to Supervisor. Injuries should also be reported to first aid see (<a href="#">Incident Response Guide</a>)</td>
<td>Worker</td>
</tr>
<tr>
<td>Worksite Inspection related to a reported MSI Issue</td>
<td>All Staff</td>
<td>Ensure access to a local Ergonomic Assessor to follow-up on reported MSI issues. If additional hazards and control measures are required please report to your supervisor, management or OHSC.</td>
<td>Manager/Supervisor/Local Ergonomic Assessor</td>
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<tr>
<td>MSI issue persists engage ergonomic Specialists, via PSA Occupation Health and Safety Specialist</td>
<td>All Staff</td>
<td>In the event staff continue experiencing discomfort or injury after adjustments are made to existing equipment, by local ergonomics assessor. Contact PSA Occupational Health and Safety Specialist</td>
<td>Management/Supervisor/Ergonomics Specialist</td>
</tr>
<tr>
<td>Need for additional Ergonomic/MSI Information, Resources</td>
<td>All Staff</td>
<td>(<a href="#">Ergonomics for Managers &amp; Supervisors Webpage</a>) FLNRORD S.M.A.R.T. Office Activities</td>
<td>All Staff</td>
</tr>
</tbody>
</table>

Feb 2020
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Program/Objective
The employer must identify factors in the workplace that may expose workers to risk of musculoskeletal injury (MSI) and when factors have been identified, assess the risk and eliminate or reduce the risk of MSI. (See Task Hazard Analysis Guideline) This includes, ensuring staff are trained to recognize the signs and symptoms of MSI as well as being cognizant of control techniques in their work environment.

Management
1) Ensure resources are available for the identification, assessment and control of ergonomic risk factors. Local assessors available, Suggested 1 assessor/50 staff or similar access via share agreements between offices or ministries
2) Ensure staff ergonomic assessments are conducted when required by properly trained or qualified assessors. (Setup E-Tool is intended to be used and applied by all staff as a preventative tool). Training can be offered to any staff and may be considered part of JOHSC member mandatory continuing education.
3) Specific needs of staff may differ from employer obligations regarding prevention of MSI injuries. PSA advice maybe prudent in such cases and will be able to advise regarding reasonable accommodation.
4) Assign ergonomic duties specified in this guide and ensure they are carried out--(e.g. OH&S Committee’s, Supervisors, Local Ergonomics Assessor’s etc.) Managers may wish to establish a coordinator role for some functions as appropriate.
5) Ensure that there is a system to report ergonomic issues and concerns. (Hazard and Incident reporting system is applicable if it triggers required supports and action.)
6) Ensure accurate records are maintained. (i.e. First Aid Records, Hazard Reports, inspections/assessments, Level 2 Task Hazard Assessment)

Supervisors
1) Ensure workers receive ergonomic training
2) Ensure workers undertake Setup E-Tool.
3) Ensure additional control measures are implemented in a timely manner.
4) Ensure ergonomic interventions are reassessed as determined necessary by the assessment to ensure effectiveness.
5) Provide required equipment to prevent MSI within financial authority and escalate any matters that remain unresolved to appropriate authority with supporting assessments.

All FLNRORD Workers
1) Complete ergonomic awareness training and follow the recommendations.
   o Required Courses
     ▪ Computer Workstation Self Setup E-tool --A BCPSA tool for conducting self-assessments (to be done routinely, when concerns arise or workstation changes). Assessments can also be conducted by qualified Local Ergonomic Assessor’s or Specialists).
     ▪ Preventing Strain Injuries at your Computer Workstation--e-learning module
2) As early as possible, report MSI signs or symptoms and work-related MSI risk factors, follow the Incident Response Guide see reporting hazards/injuries.

Joint Safety Committees
1) Monitor to ensure ergonomic issues and incidents are being investigated, addressed.
2) Monitor the program at least annually and provide a written review to management and Joint Safety committee(s).

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