

	WESTERN MILLCRAFT INC. 12506 – 128 STREET EDMONTON, AB, T5L 1C8	Effective Date: 1 OCTOBER, 2011	Revised by: JFK
	OCCUPATIONAL HEALTH & SAFETY MANUAL COMPANY RULES AND REGULATIONS ERGONIMIC PROGRAM	Page 1 of 2	HSE: 5.48: 8.42 Revision: 00

ERGONOMIC PROGRAM:

Western Millcraft Inc. is committed to a strong Health, Safety, and Environment program, with a goal of zero incidents and injuries. Western Millcraft Inc. will enforce safety in the workplace and will take appropriate measures to comply with all applicable legislation and industry standards to protect and promote the health and safety of all employees, subcontractors, the public and the environment.

Western Millcraft Inc. has designed and implemented an Ergonomic Program to effectively control and/or eliminate work related Musculoskeletal Injuries or Hazards by providing identification of ergonomic hazards, training, and continuous evaluation of these procedures.

Western Millcraft Inc. will ensure that all employees have information on the following:

- Common Musculoskeletal Disorders (MSD) and their signs and symptoms
- How to and the importance of reporting Musculoskeletal Disorders in the workplace as soon as possible
- The risk factors, job and work activities or hazards associated with Musculoskeletal Disorders

All employees are encouraged to bring their concerns regarding Musculoskeletal Disorders to their immediate supervisors and the HSE Manager who will investigate these concerns thoroughly and provide a response with recommended corrective actions if required.

MUSCULOSKELETAL INJURIES:

Musculoskeletal Injuries have a range of signs and symptoms involving muscles, bones, tendons, blood vessels, nerves and other soft tissues. The most common term used to describe these injuries is Repetitive Strain Injury and examples of musculoskeletal injuries are Carpal Tunnel Syndrome, Tendinitis, Tennis Elbow and Bursitis.

WHO IS AT RISK?

Every worker is at risk if they:

- Maintain a fixed position whilst working
- Perform repetitive movements of the limbs – hands, arms, shoulders, legs
- Overloads or applies pressure on particular muscle groups

WHAT ARE THE SIGNS AND SYMPTOMS OF MUSCULOSKELETAL INJURIES?

- Pain in the hands, arms, shoulders, neck, back, legs or feet
- May include swelling, numbness, tingling and a feeling of heaviness and/or tiredness in the affected area
- Some persons may experience multiple symptoms due to more than one injury

There are different stages that persons with Musculoskeletal Injuries will have:

STAGE 1: This is a dull aching pain/fatigue which disappears with rest

STAGE 2: Recurrent aching/fatigue which begins after work starts and continues after work ceases. There is reduced capacity to perform repetitive daily tasks.

STAGE 3: This is the inability to perform daily tasks because of persistent aching and fatigue

	WESTERN MILLCRAFT INC. 12506 – 128 STREET EDMONTON, AB, T5L 1C8	Effective Date: 1 OCTOBER, 2011	Revised by: JFK
	OCCUPATIONAL HEALTH & SAFETY MANUAL COMPANY RULES AND REGULATIONS ERGONIMIC PROGRAM	Page 2 of 2	HSE: 5.48: 8.42 Revision: 00

HOW TO PREVENT MUSCULOSKELETAL INJURIES:

- Avoid periods of repetitive motion lasting longer than 10 minutes
- Avoid sitting for long periods of time – take short breaks
- Use safe lifting and carrying techniques
- Use wrist rest for the keyboard and mouse when using a computer
- Pre-stretch to warm up muscles before starting work
- Evaluate work tasks thoroughly to ensure they will not cause Musculoskeletal Injuries

WHAT TO DO IF YOU THINK YOU HAVE A WORK RELATED MUSCULOSKELETAL INJURY:

- Report the injury to your immediate supervisor and the HSE Manager immediately
- Seek medical help as soon as possible and describe in detail your work practices to assist in a proper diagnosis
- Do not continue any task that has caused a Musculoskeletal injury unless adjustments have been made to prevent the injury from recurring

NOTE:

All employees have a duty to refuse unsafe work according to the OHS Act, Rules and Regulations

Anyone who violates Health, Safety, and Environmental rules will face disciplinary action. Any individuals who do not fulfill their safety responsibilities will become accountable for any problems their negligence creates and may be liable under the law.

The Information in this policy does not take precedence over the OH&S Act, Regulation, Codes, or applicable Government Legislation

CONTROLLED COPY