

Ergonomic Policy

Overview

The purpose of the Service and Hospitality Safety Association (SHSA) ergonomics policy is to eliminate or minimize risks leading to musculoskeletal injuries (MSI's) at work and to comply with the Occupational Health and Safety Regulation, (MSI) Requirements, Part 6 section 81. This section requires that employers assess the workplace and work processes to identify risk factors leading to musculoskeletal injuries (MSI's). Once risk factors have been identified, it is the responsibility of the employer to minimize risk factors contributing to the development of MSI's.

The ergonomic policy establishes a requirement for SHSA to prevent work-related MSI's by ensuring that the workplace has been assessed for risks leading to musculoskeletal injury and by requiring that appropriate mitigating actions are implemented.

Responsibilities:

Management:

Management in consultation with the safety committee will provide workstations, equipment and tools necessary to address employee ergonomic requirements. SHSA will provide a healthy and safe work environment for its employees by ensuring that risk factors of MSI's are identified, assessed and eliminated or mitigated.

Will:

- review ergonomic requirements with the Safety committee and, in the case of a medical request for workplace accommodation, also consult with the Modified Work Plan/Disability Management Co-ordinator;
- implement ergonomic changes necessary to prevent, eliminate or mitigate risk(s); and
- ensure that employees receive training and education in the ergonomically correct use of furniture, equipment and tools.

Employees:

Will:

- follow established safe work practices and participate in ergonomic training and education;
- report to the safety officer and their manager for all MSI occurrences;
- report to the safety officer and their manager of any concerns relating to the ergonomic fit of their workstation, equipment or tools required to do their job; and
- provide objective medical documentation to their manager when requiring an accommodation

The safety officer may undertake an ergonomic assessment, when:

- an employee reports an occurrence of MSI or displays signs/symptoms of MSI;
- the supervisor suspects that risks that may contribute to MSI's are present in the work area;
- choosing furniture, equipment or tools
- planning, designing or renovating workspaces



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- any other time he/she feels it necessary

Ergonomic Standards

Ergonomic work standards for the purchase of furniture, equipment and tools are established by the management team in consultation with the safety committee.

This policy will be reviewed annually and revised as needed, or whenever there is a change of circumstance(s) that may affect the health and safety of the SHSA employees.

CEO: 

Date: Sept 14, 2010