

# Health and Safety Standard

## ERGONOMIC STANDARD

### 1. PURPOSE

This standard supports SaskPower's Health, Safety and Environment Policy and establishes the requirements for the identification, assessment, and control of ergonomic hazards to minimize the risk of musculoskeletal injuries (MSI).

### 2. SCOPE

This standard outlines the minimum requirements that shall be met or exceeded by SaskPower workers and contractors. Failure to comply may result in injuries, damage to equipment and property, environmental harm, performance management or any combination thereof.

The use of the word "shall" within this standard denotes a mandatory action, whereas the use of the word "should" or "may" denotes a recommended action.

### 3. DEFINITIONS

The following definitions apply to this standard:

**Ergonomics** - is the science of fitting the design of the working environment to the individual. Ergonomics considers an individual's abilities and limitations for the work.

**Ergonomic Hazard** - is the presence of risk factors in the job that occur at a magnitude, duration, or frequency that is reasonably likely to cause a musculoskeletal injury that results in work restrictions or medical treatment beyond first aid.

**Musculoskeletal injury (MSI)** – is an injury or disorder of the muscles, tendons, ligaments, nerves, joints, bones or supporting vasculature that may be caused or aggravated by any of the following:

- Repetitive motions
- Forceful exertions
- Vibration
- Mechanical compression
- Sustained or awkward postures
- Limitations on motion or action
- Other ergonomic stressors

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## 4. REQUIREMENTS

### 4.1. ERGONOMIC PROGRAM REQUIREMENTS

- Managers/Supervisors shall ensure the requirements of the ergonomic program are implemented and monitored for compliance.
- Employees shall assist in the identification of ergonomic risk factors in the workplace by conducting applicable hazard/aspect and risk assessments, reporting any signs or symptoms of MSIs to their manager/supervisor and implementing control measures that are in accordance with SaskPower's Ergonomic Training or instruction provided.

### 4.2. IDENTIFY ERGONOMIC RISK FACTOR(S)

All tasks, activities and circumstances where ergonomic hazards exist shall be identified via hazard, aspect and risk assessment.

### 4.3. ASSESS ERGONOMIC RISK FACTORS

Identified ergonomic hazards must be assessed to determine the likelihood and consequence of contributing to MSIs and prioritized for control.

### 4.4. CONTROL METHODS

- When an assessment indicates ergonomic hazards may present the risk of MSI, controls shall be implemented to eliminate the hazards or if not practicable, minimize the risk. Elimination or control of hazards and risks shall be achieved by designing preventative and protective measures in the following priority:
  - Elimination or substitution where either the hazard is removed from the workplace or the source of the hazard is replaced by a safer alternative;
  - Engineering controls representing change to the arrangement and design of equipment, tools, machinery, materials or processes; and
  - Administrative controls, such as those that affect performance, duration, or organization of the tasks or activities.
    - Appropriate work practices and procedures to reduce the harmful effects of an activity
    - Work schedules that incorporate rest and recovery periods, changes in workload or other arrangements for alternating work to reduce the harmful effects of an activity.

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- Ergonomic assessments are conducted to ensure the equipment is compatible with the workers physical requirements and correctly adjusted for that worker.
  - Personal protective equipment may only be used where engineering and administrative controls are not practicable.
  - If permanent control measures cannot be implemented immediately, interim controls must be implemented as soon as reasonably practicable (e.g. minimize the use of problem tool until an ergonomically designed tool is purchased).
  - Tasks, activities or circumstances that have been previously identified to have ergonomic hazards shall be reviewed regularly to ensure that the implemented controls are still effective. If deficiencies are identified corrective action must be taken without delay.

#### 4.5. TRAINING

- Divisions that have identified ergonomics training as mandatory shall complete the SaskPower online Ergonomics Training.
- Employees who perform work that require specific controls (e.g. practices & procedures, PPE, mechanical aids, etc.) must be trained in the use of the applicable controls.

#### 4.6. REPORTING AND MONITORING

Employees who are experiencing symptoms of musculoskeletal injury:

- Shall report the symptoms to their manager/supervisor in accordance with the SaskPower Ergonomic Assessment Process and if applicable, the SaskPower Incident Reporting and Investigation Process;
- May consult a physician or a health care professional; and
- Shall cooperate in the implementation of corrective measures/controls to eliminate or reduce ergonomic risk or injury.

#### 4.7. INVESTIGATION

- Where employees report symptoms, managers/supervisors shall review the activities and work environment of that worker and of other workers doing similar tasks to identify any cause of the symptoms and take corrective measures to avoid further injuries.

- Musculoskeletal incidents are to be investigated, in conjunction with a health care provider if necessary.

#### 4.8. RECORDS AND DOCUMENTATION

When ergonomic assessments, physical demand analyses, medical treatments or other is performed;

- The associated documentation is to be submitted and retained by the Health and Wellness Department; and
- Copies of the documentation will be provided to the employee and their manager/supervisor.

### 5. RESOURCES

#### 5.1. INTERNAL RESOURCES

<b>Related Policies:</b>	<ul style="list-style-type: none"> <li>• General Health, Safety and Environment Policy</li> <li>• Hazard /Aspect and Risk Assessment (HARA) Policy</li> </ul>
<b>Related Standards:</b>	<ul style="list-style-type: none"> <li>• Hazard /Aspect and Risk Assessment (HARA) Standard</li> </ul>
<b>Additional Information:</b>	<ul style="list-style-type: none"> <li>• Health, Safety and Environment Rule Book</li> <li>• Ergonomic Assessment Process – Office and Field</li> <li>• Ergonomic Reference Material</li> <li>• Office Space Utilization Policy Standards</li> <li>• SaskPower Ergonomics Training</li> </ul>

#### 5.2. EXTERNAL RESOURCES

<b>Related Legislation:</b>	<ul style="list-style-type: none"> <li>• <i>The Saskatchewan Employment Act</i></li> <li>• <i>The Occupational Health and Safety Regulations, 2020</i></li> </ul>
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#### 5.3. OWNERSHIP

<b>Division:</b>	Health and Safety
<b>Department:</b>	Safety Performance & Planning
<b>Review Frequency:</b>	3 years
<b>Approved by:</b>	Health & Safety Council
<b>Approval Date:</b>	1/16/2019

#### 5.4. DOCUMENT HISTORY

Revised by	Revision Purpose	Date
Health and Safety Department	Scheduled Review Cycle	4/19/2016
Health and Safety Department	Scheduled Review Cycle	6/12/2019