



Ergonomic Program Policy

Table with 2 columns: Office of Administrative Responsibility, Approver, Scope and corresponding details for Agri-Food Discovery Place, Executive Director, and compliance scope.

Overview

Health and Safety is an integral part of all our business and research activities at Agri-Food Discovery Place (AFDP), and we are continually working towards making measureable improvements in the health and safety aspects of our workplace on an ongoing basis.

Purpose

The purpose of this policy is to ensure staff, researchers and students who may be exposed to musculoskeletal injury receive Ergonomic Training to eliminate or reduce that possibility. According to the Alberta Occupational Health and Safety Code, an employer must provide training that includes identification of factors that could lead to a musculoskeletal injury, the early signs and symptoms of musculoskeletal injury and their potential health effect, and preventative measures including, where applicable, the use of altered work procedures, mechanical aids and personal protective equipment.

Responsibilities:

Executive Director(s):

- To support the Ergonomic training, provide supplies and equipment to eliminate or to reduce musculoskeletal injury.

Managers/Supervisors:

- Ensure preventative measures are implemented when applicable.
Ensure the best work procedure is documented to prevent musculoskeletal injury.
Adequately train all staff and students in the procedure to minimize the risk of musculoskeletal injury.
Inform Health and Safety Officer when staff completes Office Ergonomic course (ARD staff Only)

Health and Safety Coordinator:

- Review Hazard Assessment to ensure musculoskeletal risks are identified.
Inform all staff, students and contractors about Ergonomic Training.
Maintain Ergonomic training records.
Update Ergonomic training material as required.

Staff/Researchers/Students

- Conduct Task Inventory Hazard Assessment.
Participating the Ergonomic Training as identified in Task Hazard Assessment.
Exercise the preventative measures to reduce the risk of having musculoskeletal injury.
Contact Supervisors or Health and Safety Coordinator in regards to Ergonomic concerns.



Procedure

ARD Staff:

- Staff completes Task Hazard Assessment to identify possible musculoskeletal risks.
- Complete on line Office Ergonomic Course that is accessible through MyAgent website.
- Exercise Ergonomic knowledge to prevent and minimize musculoskeletal injuries.

AFDP Staff and Students:

- Staff and students complete Task Hazard Assessment to identify possible musculoskeletal risks.
- Go on to Agri-Food Discovery Website for Ergonomic Training.
- Complete the Ergonomic quiz at the end of the training session and submit the quiz to Health and Safety Coordinator for marking and record keeping.
- Exercise Ergonomic knowledge to prevent and minimize musculoskeletal injuries.


DEFINITIONS

Musculoskeletal Injury: an injury to a worker of the muscles, tendons, ligaments, joints, nerves, blood vessels or related soft tissues that are caused or aggravated by work, including overexertion injuries and overuse injuries

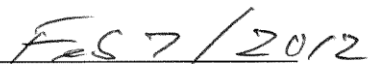
ARD: Agriculture and Rural Development

AFDP: Agri-Food Discovery Place

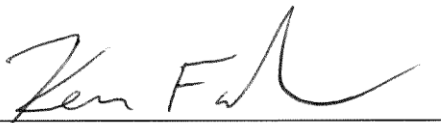
Approval:



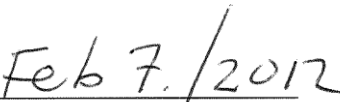
 Executive Director



 Date



 Chair WHSC



 Date