

ergonomic **TRAINING** **SOLUTIONS** *that fit*

WORKERS HEALTH & SAFETY CENTRE

THE WAY THAT WORKS

Each year tens of thousands of Ontario workers develop musculoskeletal injuries (MSIs), the most prevalent occupational injury or disease. Fortunately, many of the workplace hazards responsible for the development of these injuries and disorders can be eliminated or controlled thereby safeguarding the health of working people. This is the focus of the training and information services offered by the Workers Centre.

Our training service representatives and research staff have the knowledge and tools allowing them to answer inquiries related to repetitive strain injuries (RSIs) and other musculoskeletal injuries (MSIs). The information we provide helps workers and other workplace parties focus on injury and illness prevention. This service is available by contacting a training service representative at a Workers Centre near you (see reverse for address and phone numbers).

Our program development staff, in conjunction with workers, their representatives and others with applicable knowledge, have developed many training programs that focus on the prevention of MSIs, including RSIs. Working with a vast network of volunteer instructors, these training programs have been used to equip workers, their representatives and others with the knowledge and skills needed to lead prevention efforts in their workplaces and communities.

The following programs relevant to the prevention of RSIs and other MSIs are available for delivery in your workplace or community.

Musculoskeletal Injuries Prevention Program (MIPP) [6 hours]

Poorly designed work and work environments are responsible for the development of musculoskeletal injuries. Eliminating the hazards responsible for the development of musculoskeletal injuries (MSIs), the most common injury suffered by Ontario workers, is the focus of this program.

Through interactive discussions, participants will be introduced to the various types of MSIs and their telltale symptoms. Risk factors responsible for the development of these disorders are outlined including the design of work itself, workstations, equipment, tools and manual material handling. Participants will then discuss the principles of designing work and the workplace to fit the worker, including strategies for implementing these principles.

Preventing MSIs: What Joint Health and Safety Committees Should Know [9 hours]

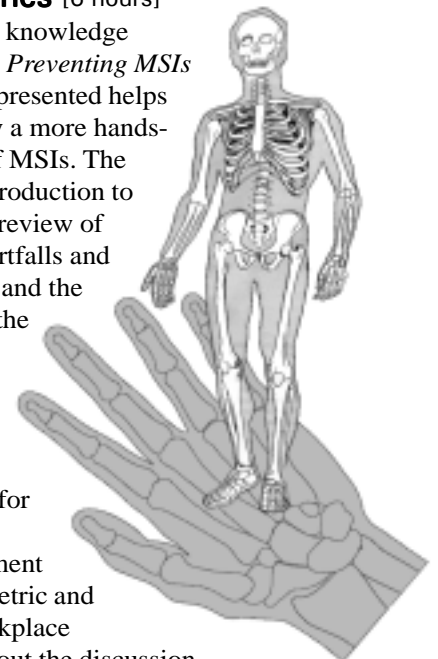
This program helps prepare members of joint committees and other workplace parties to play a more active role promoting the prevention of MSIs in their workplace. Examples of MSIs and their symptoms are discussed along with the risk factors responsible for the development of these injuries. Participants will then explore the basic concepts and sciences behind ergonomics with a focus on designing work and work processes to meet the physical and mental needs of workers.

Strategies to implement workplace change, with a focus on the role of joint committees and the need for communication with workers, is also discussed.

Applying Ergonomics to Prevent Musculoskeletal Injuries [6 hours]

This program builds on the knowledge obtained from *MIPP* or the *Preventing MSIs* program. The information presented helps prepare participants to play a more hands-on role in the prevention of MSIs. The program begins with an introduction to ergonomics and a detailed review of relevant legislation, its shortfalls and the characteristics of work and the workplace responsible for the development of these disorders.

Participants then take a more detailed look at the science of designing work for workers. They will look at specific ergonomic assessment tools including Anthropometric and Snook tables. Specific workplace examples are used throughout the discussion to aid in the learning process.



AWARENESS + ACTION = PREVENTION

Job Task Analysis [3 hours]

This program focuses on how to conduct a job task analysis and what tools and methods can be used. The program is appropriate for those workers having already participated in *Preventing Musculoskeletal Injuries* program, *MIPP* or *Applying Ergonomics to Prevent Musculoskeletal Injuries* program.

Reducing Injuries — An Ergonomic Approach to Patient Handling [30 hours]

This program will help prepare participants to play a role in developing and implementing a comprehensive program to prevent patient handling related injuries. Specifically, they will review ergonomic principles that will help them to identify, assess and recommend measures designed to prevent the health risks associated with patient handling. This knowledge will also help participants to provide a high standard of care for patients incorporating the use of consistent, safe and effective transfers and lifts.

Manual Material Handling [3 hours]

This program looks at the hazardous potential faced by workers performing lifting, carrying and other manual material handling (MMH) tasks and the specific injuries they may suffer. Relevant legislation is reviewed including guidelines established by the American National Institute for Occupational Safety and Health (NIOSH). Specific hazard recognition and assessment tools are discussed along with practical measures for eliminating or controlling hazards associated with MMH tasks including effective workplace design and the use of mechanical devices.

Hand Tools [3 hours]

This program links the hazards and risk factors associated with the design and use of hand tools with specific injuries such as those affecting the musculoskeletal system. Relevant legislation, codes and standards will be outlined along with the practical tools for recognizing and assessing the hazards and risk factors. The program is designed to prepare participants to return to their workplaces armed with the knowledge and tools to help them develop and implement an action plan to control or eliminate the health risks associated with hand tools.

Technological Change (Office and Professional) [3 hours]

This module focuses on changing technology and its effect on work organization in the office and professional sector. Increased stress and the risk of musculoskeletal injuries are some of the potential health risks discussed. Also explored are the strategies that can be used to get input into the process for introducing technological change with a focus on the health and safety needs of workers.

Office Layout and Design [3 hours]

This program explores problems with overall office layout, such as lighting, ventilation, storage space and noise. It also deals with specific elements of office workstations, such as the chairs, desks and the use of VDTs. Participants will discuss the risk to health created by poorly designed work stations and other hazards. They will also focus on control measures designed to eliminate the risk to worker health.

Work Design [3 hours]

Workers everywhere are suffering musculoskeletal injuries. This program looks at some of the factors responsible for the development of these debilitating disorders. Specifically, participants explore poorly designed workstations, tools and equipment, the work environment and work organization. Relevant legislation is reviewed along with hazard recognition and assessment tools, such as workplace inspections and listening to worker concerns and suggestions. The use of ergonomic principles when designing or modifying work and the workplace is an important part of the discussion focusing on eliminating work design hazards.

**For additional information
about any of these programs, to book a course,
or for any other information
contact a training service representative
in your region.**

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