

# Eliminating/Controlling MSD Risks - Developing Solutions Worksheet

Have the individuals involved with the MSD issue brainstorm what they think will help to solve the problem. To provide some structure to the discussion, use the 5 categories of causes of any health and safety hazard – people, equipment, materials environment and process.

Following are examples of the kind of points to consider for each category:

## PROCESS:

- Self-paced tasks, cycle time allows for micro-breaks
- Job enlargement and/or task rotation
- Improved work / material flow
- Improve communication between workers performing task
- Improve communication between workers on adjacent tasks
- Improve communication between workers and production, quality, planning, engineering, etc. departments
- Timely response to reports of defects, equipment breakdown, product / tool / equipment damage

## EQUIPMENT:

- Mechanize a process
- Provide mechanical lifts, hoists, conveyors, motorized carts
- Improved workstation design / layout
- Workstation adjustability (sit/stand, height adjustable)
- Preventative maintenance
- Pre-shift checklist/ inspections
- Move control, displays, tools for easier use, visibility, access
- Make sure controls are properly labeled / colour coded
- Provide space for workers to move, allow unconstrained postures
- Provide material handling equipment for moving materials

## MATERIALS:

- Organize stock on shelves taking weights into consideration
- Reduce frequency of sub-standard / poor quality materials
- Purchasing in manageable weights / sizes
- Purchase materials in bulk containers
- Redesign packaging to include handles
- Store materials in areas that are easy to access

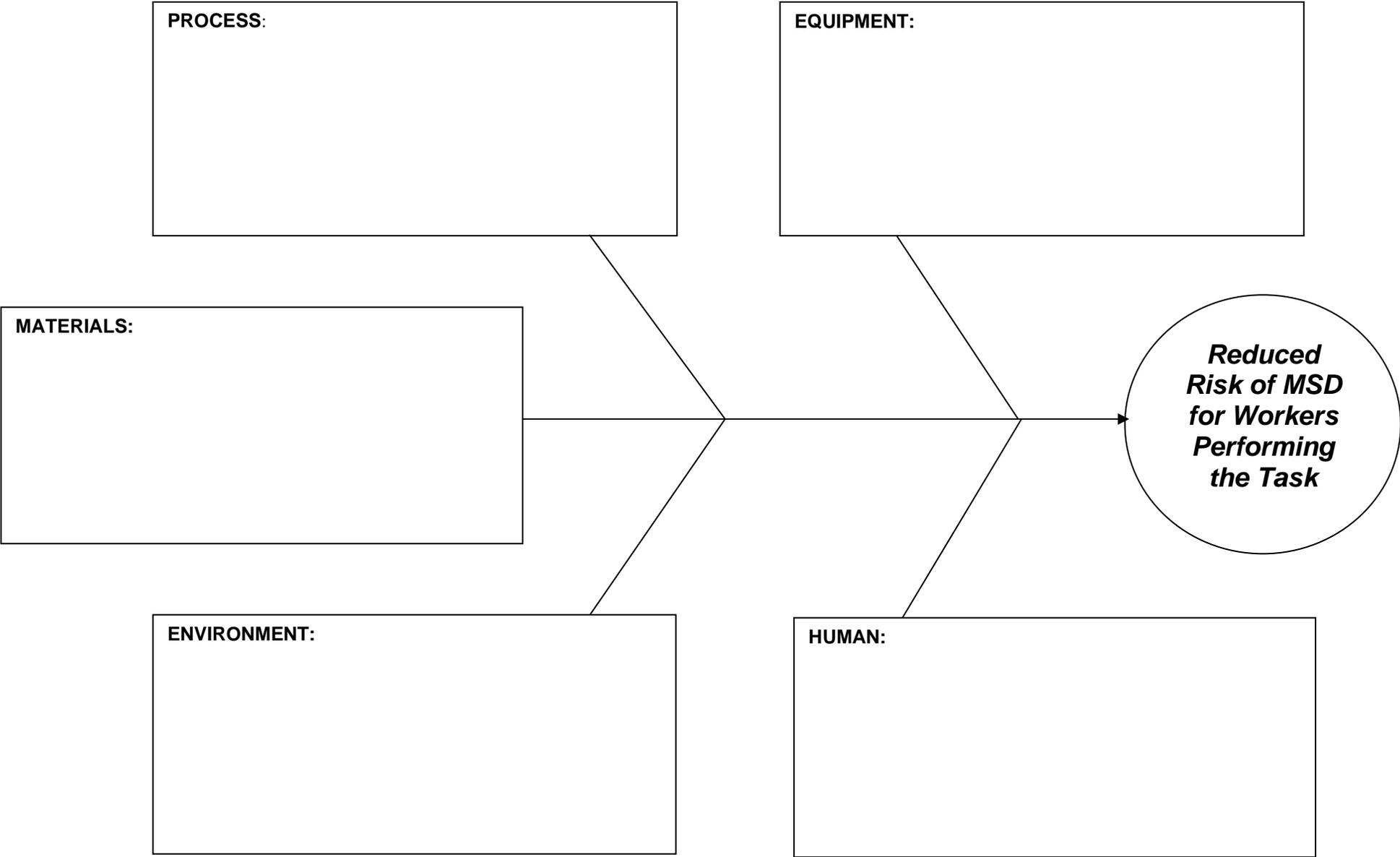
## ENVIRONMENT:

- Organized workstations to enhance interactions
- Redesign workstation layout to provide space for movement and required job tasks
- Improved housekeeping
- Comfortable working temperature
- Provide anti-fatigue matting

## HUMAN:

- Training including:
  - o Signs & symptoms of MSD
  - o MSD hazard awareness
  - o How to report MSDs / MSD hazards
  - o Work techniques and processes
- Team-based solutions / participatory problem solving
- Reinforce need for use of equipment / controls that help reduce MSD risk
- Improved communication / support from supervisors
- Support for early reporting of concerns
- Personal protective equipment (in-soles, knee pads, anti-vibration gloves)
- Production pressures and demands

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# Questions to Consider When