

MSD Prevention – Getting started checksheet

ESTABLISH A FOUNDATION FOR SUCCESS	YES	NO	NOTES
Managers, supervisors, and workers all know the workplace is serious about preventing MSDs	<input type="checkbox"/>	<input type="checkbox"/>	
The workplace is ready to make changes to reduce the risk of MSDs	<input type="checkbox"/>	<input type="checkbox"/>	
Resources are available to make any necessary changes	<input type="checkbox"/>	<input type="checkbox"/>	
UNDERSTAND MSDS AND MSD HAZARDS			
Managers, supervisors, and workers know what MSDs are and what hazards can cause them	<input type="checkbox"/>	<input type="checkbox"/>	
RECOGNIZE MSD HAZARDS AND RELATED CONCERNS			
Incident/injury records are reviewed to find jobs/tasks where MSDs have been reported	<input type="checkbox"/>	<input type="checkbox"/>	
Workers, supervisors and managers are asked about job/tasks that they believe contribute to any pain or discomfort	<input type="checkbox"/>	<input type="checkbox"/>	
Problem jobs/tasks are observed and an MSD hazard identification tool is used, with full input and participation of workers who do the jobs/tasks	<input type="checkbox"/>	<input type="checkbox"/>	
CONDUCT AN MSD RISK ASSESSMENT			
Problem jobs/tasks are prioritized for a simple risk assessment	<input type="checkbox"/>	<input type="checkbox"/>	
Workers are asked to identify key concerns/activities/task demands that are contributing to MSDs, pain or discomfort	<input type="checkbox"/>	<input type="checkbox"/>	
Observations and MSD hazard identification tool results are compared to worker comments/concerns	<input type="checkbox"/>	<input type="checkbox"/>	
Effort is made to agree on what issues/hazards should be addressed to help reduce the risk of MSDs (agreement between observations, hazard identification tool(s), and worker comments)	<input type="checkbox"/>	<input type="checkbox"/>	
Effort is made to agree on why these hazards exist for this job/task	<input type="checkbox"/>	<input type="checkbox"/>	
CHOOSE AND IMPLEMENT MSD HAZARD CONTROLS			
When MSD hazard controls are needed, workers, supervisors, maintenance, and safety, personnel discuss/brainstorm ideas and options to control identified MSD hazard(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Possible controls for MSD hazards are selected and reviewed	<input type="checkbox"/>	<input type="checkbox"/>	
Preferred control ideas are identified and action plans are developed for implementation	<input type="checkbox"/>	<input type="checkbox"/>	
FOLLOW UP ON AND EVALUATE SUCCESS OF MSD HAZARD CONTROLS			
Workers are asked for their feedback on/opinions about MSD hazard controls	<input type="checkbox"/>	<input type="checkbox"/>	
Workers receive training on how to use MSD controls and are using them	<input type="checkbox"/>	<input type="checkbox"/>	
Observations and the MSD hazard identification tool results are used to help confirm that the exposure to the MSD hazard has been reduced	<input type="checkbox"/>	<input type="checkbox"/>	
Reviews are done to ensure that no new hazards/concerns result from the MSD hazard control(s)	<input type="checkbox"/>	<input type="checkbox"/>	
COMMUNICATE RESULTS AND CELEBRATE SUCCESS			
Those involved in the process are acknowledged and the workplace is told about new MSD hazard control(s)	<input type="checkbox"/>	<input type="checkbox"/>	