

Musculoskeletal Disorder Prevention Program Checklist

ITEM	KEY ELEMENTS CHECKLIST	Yes	No	Action
1.0	There is commitment from senior management to develop, implement and maintain a Musculoskeletal Disorder (MSD) prevention program.			
	There is senior leadership commitment including: <ul style="list-style-type: none"> <input type="checkbox"/> Financial and human resources e.g. appointment of a program leader <input type="checkbox"/> Development of multidisciplinary steering committee to oversee implementation and monitoring of the program. <input type="checkbox"/> May also include establishing frontline change teams or working groups who participate in hazard identification, assessment and brain storming MSD solutions 			
2.0	The organization has conducted a program risk assessment to assess program gaps.			
	<ul style="list-style-type: none"> <input type="checkbox"/> Review and analysis of internal documents and records e.g. hazard reports, incident reports, workplace inspection reports, job hazard analysis, physical demands descriptions or analysis, existing MSD policies and procedures, MSD training etc. <input type="checkbox"/> Assessment of equipment needs <input type="checkbox"/> Assessment of organization safety culture e.g. staff surveys such as MSD program survey, symptom survey <input type="checkbox"/> Development of an action plan 			
3.0	There is a documented MSD Prevention program in place.			
	<ul style="list-style-type: none"> <input type="checkbox"/> Written policy demonstrating senior management commitment, program goals and objectives, definitions, roles and responsibilities and commitment to annual evaluation <input type="checkbox"/> Written procedures e.g. reporting and investigation of MSD hazards, incidents; processes for hazard identification, assessment and control; training; JHSC and Management inspections include MSD hazards identification; ergonomic assessments and referrals; safe job and workstation design; safe building design, layout and renovations; safe work practices; safe purchase of equipment and devices; preventative equipment maintenance; program evaluation and quality improvement 			
4.0	The MSD training and education program that includes new hire orientation and ongoing training processes.			
	Communication and training includes: <ul style="list-style-type: none"> <input type="checkbox"/> MSD policies and procedures including roles and responsibilities <input type="checkbox"/> MSD hazard awareness and prevention e.g. risk factors, posture, body mechanics, and safe lifting etc. <input type="checkbox"/> Includes job specific training e.g. manual materials handling for work tasks, safe working heights and storage, safe use of hand tools, office ergonomics and chair use etc. <input type="checkbox"/> Safe operating procedures for materials handling equipment e.g. forklifts, pump trucks, wheeled equipment and carts, etc. <input type="checkbox"/> Training program documents and records are maintained 			

5.0	Equipment is available to facilitate safe work practices, safe material handling and it is maintained.			
	<input type="checkbox"/> Appropriate types of equipment have been identified, trialed and purchased <input type="checkbox"/> Equipment purchases are based on the risk assessment and specified purchasing criteria; and purchasing processes include stakeholders and the JHSC where appropriate <input type="checkbox"/> Equipment meets industry standards where appropriate e.g. CSA. <input type="checkbox"/> Adequate amount of equipment has been purchased and it is available for use <input type="checkbox"/> An equipment inventory has been conducted and maintained where needed <input type="checkbox"/> There is a pre-start up equipment inspection and/or pre-use inspection process in place where required <input type="checkbox"/> There is a documented equipment preventative maintenance program based on manufacturer requirements, including an inventory and schedule. <input type="checkbox"/> There is defective equipment policy and procedure in place.			
6.0	Incident Reporting and Investigation			
	<input type="checkbox"/> Employee MSD hazards, and incidents are reported and investigated promptly to identify immediate and root causes and timely corrective actions implemented <input type="checkbox"/> Corrective actions are communicated to workers <input type="checkbox"/> Equipment defects, damages and failures are reported to management and where required to the manufacturer or other authorities as required e.g. mechanical lift failures.			
7.0	Program Evaluation			
	<input type="checkbox"/> Quality indicators both leading and lagging have been selected and are used for evaluation. <input type="checkbox"/> There is a process to evaluate the program at least annually in consultation with the JHSC, and to implement quality improvements that will reduce the risk of injury.			