

# MSD Hazard Identification Tool: Option 2

This MSD Hazard Identification Tool is provided to help you identify jobs or tasks that have MSD hazards, where workers **may** be at an increased risk of developing an MSD. This tool only identifies whether MSD hazards exist. It does **not** assess the level of risk, and this tool alone should not be used to determine if MSD hazard controls should be implemented.

## IMPORTANT - READ THIS BEFORE USING THIS TOOL

- This tool is to be used to identify job/task related MSD hazards in a workplace.
- This tool needs to be used with the full participation and input of workers who perform the job/task in question. Observations alone are not enough, and it is not appropriate for the person(s) using the tool to base decisions only on what they see or think about a job.
- Other hazard identification methods such as analysis of injury, incident and first aid reports, worker concerns, and discomfort/pain reports should also be considered.
- This tool IS NOT intended to be used for:
  - Return to work assessment/evaluations
  - Job placement/worker selection
  - Assessing the work relatedness of an injury or disorder

## INSTRUCTIONS

1. **Document** the job title or task, date and name of person(s) completing the worksheet.
2. **Observe** a number of different workers performing regular work activities.
3. **Look** at the pictures on the hazard identification tool. Do any of the postures, tasks, or other hazards illustrated by the pictures exist for the job/task being observed?
4. **Ask** the workers who do the job/task if they think that any of the identified hazards also have force, repetition, posture, and/or time concerns.
5. **Mark that a hazard exists only if it is clear**, by observation and/or from worker comments, that:
  - a. **For awkward/static postures:**
    1. Workers must exert a force (difficult, tiring, heavy) with the body part that is in an awkward posture (check the F box).
    2. Workers adopt this posture repeatedly (check the R box).
    3. Workers adopt this posture and hold it for a long time (check the T box).
  - b. **For manual material handling:**
    1. The task is difficult or tiring, the object lifted or carried is heavy, and/or the pushing/pulling force is of concern (check the F box).
    2. The task is done repeatedly (check the R box).

3. The task requires the worker to adopt an awkward posture (check the P box).
4. The task is done for a long time without a break/change of activity (check the T box).

**c. For gripping:**

1. The task is difficult or tiring, and/or the amount of grip force required is of concern (check the F box).
2. The task is done repeatedly (check the R box).
3. The task requires the worker to adopt an awkward posture (check the P box).
4. The task is done for a long time without a break/change of activity (check the T box).

**d. For contact stress:**

1. The force level of the contact stress is noted as a concern (check the F box).
2. Workers are exposed to contact stress repeatedly (check the R box).
3. The contact stress lasts for a long time (check the T box).

**e. For sitting/standing:**

1. Sitting/standing postures are poor (check the P box).
2. Workers sit/stand for a long time without a change in posture (check the T box).

**f. For keyboarding/mousing:**

1. Workers visibly ‘pound’ the keys or grip the mouse (check the F box).
2. The mouse is used repeatedly (check the R box).
3. Wrist, arm, and/or shoulder postures are poor when keyboarding or using the mouse (check the P box).
4. Workers use the keyboard and/or mouse for a long time without a change in activity (check the T box).

**g. For using the knee or hand as a hammer:**

1. Force levels on the knee or hand are noted as a concern (check the F box).
2. The knee and/or hand is used as a hammer repeatedly (check the R box).
3. The knee and/or hand is used as a hammer for a long time (check the T box).

**h. For hot or cold:**

1. The worker or parts of the worker’s body are exposed to temperatures of concern (too hot, too cold) (check the F box – to represent exposure to hot or cold temperature levels).
2. Workers are exposed to hot/cold temperatures repeatedly (check the R box).
3. Workers are exposed to hot/cold temperatures for a long time (check the T box).

**i. For hand-arm or whole-body vibration:**

1. The levels of vibration are noted as a concern (check the F box).
2. Workers are exposed to vibration repeatedly (check the R box).
3. The postures adopted are awkward while being exposed to vibration (check the P box).
4. Workers are exposed to vibration for a long time (check the T box).

- 6. Write** notes for any identified hazard to clarify the task or activity where it occurs.
- 7. Review** the contents of the MSD Hazard Identification Tool with the workers who perform the job. Ask them if there are additional tasks that were not captured.
- 8. Prioritize** the jobs/tasks for risk assessment.
  - a.** Also see Section 5 of the MSD Prevention Guideline for Ontario and the Resource Manual for the Guideline for more information about MSD risk assessment.

**See notes on bottom of the second page of the tool for guidance on how to use this tool when the task demands vary from day to day, due to different products/services being produced or provided.**

**Some MSD hazards, (e.g. lighting, aspects of work organization) are not addressed in this tool. If these or other MSD hazards exist, make note of them and plan to assess whether they contribute to the MSD risk for workers.**

# MSD Hazard Identification Tool: Option 2



**F**



**P**



**R**



**T**

- Observe work and talk to workers to determine if any of the awkward/static postures are present
- If an awkward posture is identified, check the appropriate box beside its picture:
  - “F” if force is applied while in the awkward posture and the level of force is noted as a concern
  - “R” if same awkward posture must be performed repeatedly by the workers
  - “T” if the task must be performed for a long period of time without a change in posture/ activity

## Job/Task Information

Job title or task:

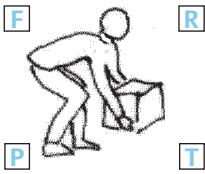

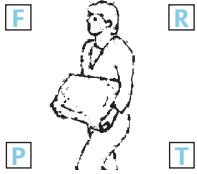
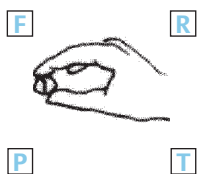
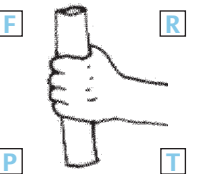


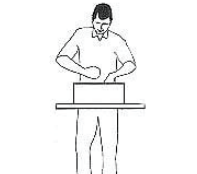
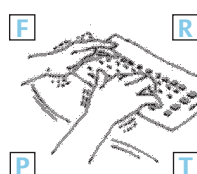
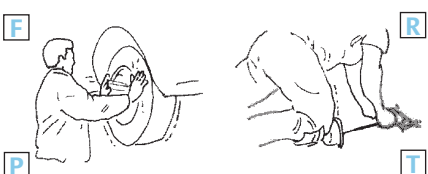
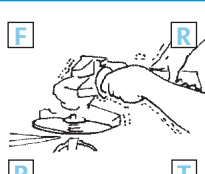
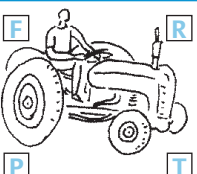

Date completed:

## Awkward/Static Postures

## Notes

<p>Back bent forward</p>	<p>Bent backward</p>	<p>Bent to side</p>	<p>Twisting</p>	
<p>Neck bent forward</p>	<p>Neck bent backwards</p>	<p>Neck bent to side</p>	<p>Neck rotated</p>	
<p>Hands or elbows above shoulders</p>	<p>Arms out to the side</p>	<p>Wrist bent up or down</p>	<p>Wrist bent to either side</p>	
<p>Kneeling</p>	<p>Squatting</p>	<p>Palm up</p>	<p>Palm down</p>	

- Observe work and talk to workers to determine if any of the activities/issues are present.
  - If present, check the appropriate box beside its picture (as applicable):
    - “F” if forces being exerted/weights handled are noted as a concern
    - “R” if the activity is performed repeatedly by the workers or workers are repeatedly exposed
    - “P” if the workers adopt awkward postures during the activity or exposure
    - “T” if the activity is performed for a long time or workers are exposed for a long time

Manual Material Handling			Notes
 <p>Lifting</p>	 <p>Pushing/Pulling</p>	 <p>Carrying</p>	
Gripping			
 <p>Pinch Grip</p>	 <p>Grip</p>	 <p>Contact stress</p>	
Other			
 <p>Sitting</p>	 <p>Standing</p>	 <p>Keyboarding/Mousing</p>	 <p>Using knee or hand as a hammer</p>
 <p>Hand-arm vibration</p>	 <p>Whole-body vibration</p>	 <p>Hot/Cold temperatures</p>	

**Notes:**

If the activity-related physical demands required vary from day to day, due to different products/services being produced or provided, ask workers if the activity being observed is more or less demanding than on a typical day.

- If less demanding, plan to come back when the demands are both more typical and, if appropriate, higher.
- If more demanding, complete the hazard identification tool. It may be that MSD hazards are only a concern for certain products/services. You should also reuse the tool when the demands are more typical.
- If typical, but there are times when the demands are higher, reuse the tool when the demands are higher, especially if there are no MSD hazards identified when observing typical demands.