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Subject: Ergonomics	Date Approved: May 22, 2010
Approved by: Executive Director	Date Revised:
Specific to: All staff	Next Review Date: September 2017

PRINCIPLE:

North Huron Family Health Team will try its best to provide an ergonomically safe and health work environment as outlined in the OH & S Act to reduce the risk of injury to all employees. The NHFHT will implement strategies to protect employees from the effects of ergonomics-related injuries, by giving employees and active role in making their workstation a safer place to work.

DEFINITIONS:

Ergonomics can be defined as fitting the job to the worker. All workers are not the same size and everyone has limits. Ergonomics aims to design workstations, work processes, equipment and tools to fit the worker. Musculoskeletal injuries can occur if ergonomics is not applied to the job due to repetition, awkward postures or static forces caused by maintaining a position for long periods of time.

Force: refers to the requirement to exert an excessive amount of muscular force, relative to an individual’s strength capabilities. Force is generated through muscular effort during tasks such as lifting, pushing, pulling and carrying.

Posture: refers to the requirement to use awkward or unnatural body postured. Awkward posture is any fixed or constrained body position that overloads muscles, tendons or joints and it can lead to a greater risk of injury.

Repetition: refers to the requirement to perform the same movement or sequence of movement many times over the day. The level of risk depends on the frequency of repetition, time for rest/recovery, speed of motion, postures required and amount of force required.

PROCEDURE:

- Staff is responsible to recognize potential health risks and to report unsafe situations to their Executive director.
- Staff shall be aware of position and arrange their workstation using appropriate ergonomic principle.



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- The staff member and the Executive director/designate will assess the workstations together and develop an action plan.

Supervisor/Executive Directors responsibilities:

- To ensure that the workspace, machinery and equipment are ergonomically suitable and that staff use established safe work practices and procedures.
- Training should be provided to staff using the written resource available.
- Enable staff to change positions periodically to decrease risks
- Consult with the staff in department prior to purchasing equipment to assess suitability
- Participate in development of action plans to address employee concerns

Workers responsibilities:

- All staff must work in compliance with the law and with safe work practices and procedures.
- All staff have a responsibility to recognize potential health risks and to report unsafe situations to their executive director/designate
- If an ergonomic issue related to their primary workstation has potential to affect their work safety and performance it must be communicated to their Executive director/supervisor

References: OH & S Act Sections 25(2) (d), 27 (2) (a), 28(1)

SBGHC – JHSC- April 2009