



Ergonomics

Background

KTCEA understands that injuries and illnesses can be reduced by taking steps to reduce exposure to conditions that can lead to musculoskeletal disorders (MSDs) and related illnesses.

Guidelines

The science of Ergonomics seeks to optimize worker safety and efficiency by adapting the workplace to the worker, thereby reducing exposure to muscular strain. A successful Ergonomics Program involves the collaborative efforts of managers, supervisors and staff.

#	Procedure	Roles & Responsibilities
1.	The Health and Safety Manager will <ol style="list-style-type: none"> 1.1 ensure that a system is in place for workers to report MSD signs or symptoms and work-related risk factors to managers and supervisors; 1.2 Assist Supervisors and Managers in the evaluation of work-site hazards; 1.3 Ensure that accurate records are maintained and provide documentation upon request; 1.4 Perform or co-ordinate work-site monitoring of potential hazards and ensure that exposure limits above acceptable / regulated standards are reduced to comply with the Occupational Health and Safety Act and Regulations; 1.5 Advise Departments on the use of materials that present the least health risk and act as a resource person in assisting with ergonomic risk practices, procedures and equipment procurement; 1.6 Review information on potential ergonomic risk factors / hazards obtained from outside Agencies, other safety personnel or from Occupational Health and Safety Committees; 1.7 Schedule and/or deliver ergonomic training to managers, supervisors and workers upon request; and, 1.8 Monitor the effectiveness of control measures and report to senior management. 	Health and Safety Manager
2.	Principals and Senior Managers will: <ol style="list-style-type: none"> 2.1 Ensure that sufficient resources both human and/or financial are made available for the ergonomics program; 2.2 Ensure that internal procedures are developed and implemented that require hazards at work-sites be identified, evaluated, monitored and either eliminated or controlled. 	Senior Managers and Principals

3.	<p>Principals, Supervisors and Managers will</p> <p>3.1 Work with the Health and Safety Manager to identify, evaluate, monitor and/or control potential hazards in workplaces for which they are responsible;</p> <p>3.2 Actively participate in the evaluation and monitoring process; ensure that employees are provided with and use the appropriate tools, equipment, parts, and materials in accordance with ergonomic requirements;</p> <p>3.3 Ensure that employees understand the MSD signs and symptoms and early reporting system;</p> <p>3.4 Respond promptly to worker complaints and concerns.</p>	Principals, Supervisors and Managers
4.	<p>Staff and Teachers will</p> <p>4.1 Report any hazardous conditions or practices to their supervisor as soon as possible;</p> <p>4.2 Participate in Programs established for evaluation, monitoring, and/or control of identified hazards;</p> <p>4.3 Attend ergonomics training and apply the knowledge and skills acquired to their work activities;</p> <p>4.4 Use tools, equipment, materials, and procedures in the manner and intent they were designed;</p> <p>4.5 Ensure that equipment is properly maintained and in good condition and all defects are reported to their supervisor immediately; and,</p> <p>4.6 Report MSD signs or symptoms and work-related MSD hazards to their supervisor as soon as possible.</p>	Staff and Teachers

References:

- Alberta Occupational Health and Safety Act
- Alberta Occupational Health and Safety Code
- Alberta Occupational Health and Safety Regulation
- Policy 3 – Respectful, Caring and Safe Schools and Workplaces

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities and Operations.