

## Appendix 1: Example of Information to Include in a Policy on Prevention and Management of Musculoskeletal Disorders (MSDs)

### Manual Handling Policy

Company A is a manufacturing organisation. The main activities that take place in this workplace include receipt of deliveries, placement of stock on the shop floor, production and packing finished product. We recognise that in completing these work tasks staff will be required to conduct manual handling activities, we recognise that manual handling can be a potential hazard and that there is a regulation governing the manual handling of loads in the workplace. We recognise the need for task-specific risk assessments, training and implementation of measures to avoid or reduce risk.

We are committed to implementing measures to comply with the regulatory requirements through:

- Consultation with staff during the risk assessment;
- Completion of task-specific manual handling risk assessments;
- Implementation of control measures;
- Providing safe systems of work plans (SSWPs) where they are needed to instruct staff on the control measures;
- Providing manual handling training to staff which is specific to the work tasks on site, which will incorporate the results of the risk assessment, and which is delivered by a recognised and competent instructor; and
- Ensuring that staff members follow instruction through regular supervision.

We will ensure that useful resources are identified and put in place.

We will ensure that where new work practices are introduced, new risk assessments will be carried out where required.

### Display Screen Equipment (DSE) Policy

As part of our operations, some staff members spend a significant amount of time using DSE at a computer workstation. We recognise that there is a DSE Regulation.

We are committed to implementing measures to comply with the regulatory requirements through:

- Ensuring that trained assessors assess the computer workstations for relevant staff and that any issues identified as part of the risk assessments are addressed;
- Ensuring that consultation with staff takes place during the risk assessment process;

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- Ensuring that the risk assessments are recorded and signed off;
- Ensuring that staff members are made aware that eye and eyesight tests are available to those staff working at computer workstations; and
- Providing training to staff in the use of their computer workstation and providing information on how their work activities can be planned to allow for periodic interruptions by breaks or changes of activity which reduce time spent using display screen equipment.

We will ensure that useful resources are identified and put in place.

We will ensure that where new computer workstations are introduced, risk assessments will be carried out.

### **Policy for Work Activities with Increased Risk of Upper Limb Disorders (ULDs)**

We recognise that some production operations and packing tasks may include work activities which can increase the risk of ULDs.

We recognise that ULDs can be a potential hazard in the workplace and that there is legislation that requires the risk assessment of work activities.

We are committed to implementing measures to comply with regulatory requirements through:

- Consultation with staff during the risk assessment;
- Completion of task-specific risk assessments;
- Implementation of control measures;
- Providing safe systems of work plans (SSWPs) where required;
- Providing training to staff which is specific to the work tasks on site and which incorporates the results of the risk assessment; and
- Ensuring that staff members follow instruction through regular supervision.

We will ensure that resources are put in place to ensure that the measures above are implemented and we will consult with staff as part of the implementation.

We will ensure that where new work practices are introduced, risk assessments will be carried out to address potential hazards.

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### Information to refer to in a policy on management of MSDs in the workplace

A policy on the management of MSDs may expand on the following:

- Prompt reporting of an accident
- Prompt investigation of an accident and implementation of corrective actions
- Appropriate documentation of all accident investigations
- Retention of staff at work
- Communication between the employee and employer
- Access to professional or other advice to help staff
- Planning and undertaking workplace adjustments
- Preparing a retention at work or early return to work plan

