

ESS Assignment #2: MSD Risk Assessment Instructions

Value: 30%

Due Date: _____

This assignment is based on the MSD reduction process taught over the duration of the course.

To complete this assignment, you are required to select a job or task from your organization for an ergonomics risk assessment. Please do not select a traditional office job. Acceptable alternatives for those who work in office settings may be to assess mailroom activities or shipping and receiving areas if there are noted concerns.

Your assignment will include a written assessment that contains three sections: MSD hazard identification (30%), ergonomics risk assessment of each hazard (40%), and suggested risk control strategies (30%).

Deductions:

Marks are based on the quality of responses submitted in each section.

- Marks will be deducted for each missing section, or if the content provided is not justified and backed up with samples of the data or tools utilized.
- Up to 10% will be deducted for reports that are poorly organized or formatted, or contain obvious spelling and grammatical errors.
- Late penalties may be assessed.

To Submit:

Please follow the template provided and submit your assignment as a Word document.

Submit your assignment by email to: info@worksmart.ca with **Assignment # 1** in the subject header. You must include a “Read Receipt” to ensure that we have received your email and that it hasn’t been misdirected.

We will provide feedback and your grade in a timely manner following the receipt of your assignment.

Guidance:

The following pages contains critical guidance in how to complete your MSD Risk Assessment.

Guidance

Report Format:

You will be provided with a separate template to complete. Incorporate as many of the tools as is necessary to demonstrate your knowledge of the MSD Reduction Process and to ensure that you have come up with viable control strategies that your organization can consider for implementation.

Treat this as a report you would be handing in to your management team.

1. MSD Hazard Identification

Content to be included	Guidance/Tools
1.1 Goal or problem statement	Explain why this activity was chosen for a risk assessment (incident reports, worker complaints, or other reasons)
1.2 Detailed job description	Include description of work environment, job tasks being looked at, number of employees affected and any other relevant information
1.3 Worker feedback	Provide details collected from • Worker Interview Form • Worker Symptom Survey
1.4 Breakdown of duties to task level	Complete • Job Task Analysis Sheet
1.5 Physical hazards	Complete a list of the physical hazards attached to each task. • Physical Hazard Identification Checklist • Environmental Hazards Checklist

2. Risk Assessment Tools and Results

Content to be included	Consider the following tools and strategies
2.1 Methods used	Conduct a risk assessment on <u>each identified job task hazard</u>. The assessment method you use will depend on the hazard(s) you identified. List the tools that were selected and why they were chosen. Consider the following tools covered in Module F. • MSD Risk Checklist • Liberty Mutual Tables • Duet Assessment • Liift Assessment • Shoulder Tool Assessment • WorkSafe BC Online Lift/Lower or Push/Pull Calculator

Guidance

	• Whole Body Vibration Calculator • Hand Tool Vibration Database • Cumulative Risk Assessment Worksheet • MSD Risk Prioritization Matrix
2.2 Results of assessment	Summarize the results from the risk assessment tools or methods selected. Clearly identify which tasks had low, moderate or high risks. Prioritize tasks for implementation of controls. Justify why they are priorities.
2.3 Validation of findings against Organizational Hazards	Take into consideration organizational factors such as work schedule, work practices, worker training, and work culture by commenting on how these factors may be impacting risk. Tools available: • Organizational Hazards Checklist
2.4 Validation of findings against Personal Factors	Review results for possible correlations to worker feedback (interviews, surveys) and worker demographics (gender, age). Do results make sense?

3. Risk Control Strategies

Content to be included	Consider the following tools and strategies
3.1 Strategizing method	Select risk control strategies using a brainstorming approach. Identify who was involved in the process (workers, supervisors, other) and what resources you used (MSD Control Strategies Sheet, web search, consultation with external suppliers or peers, etc.) to identify potential control strategies. Tools available: • Module G Risk Controls • MSD Control Strategies Sheet
3.2 Cost-benefit analysis of proposed strategies	For each strategy identified, perform a cost benefit analysis. If applicable, benchmark your proposed solution(s) with others who have implemented a similar approach to justify your choice. Clearly identify your top choices and why. Tools available: • MSD Hierarchy of Controls Sheet • MSD Cost-Benefit Matrix
3.3 Implementation strategy	Include an implementation strategy that you will follow to ensure successful implementation and evaluation (e.g., trial, pilot project, etc.). How will you communicate with the employees and supervisors about the results of the risk assessment and selection of controls?